

ID FÃ©GRA 177588

RÃ©naÃ©

Knockmahon N.S.

Knockmahon Bonmahon X42 AD91
<https://www.knockmahonns.com>



PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Aoine LÃ©n 5 2022
SpriocdhÃ©ta le haghaidh larratas:	CÃ©ad LÃ©n 17 2022
DÃ©ta Tosaithe:	CÃ©ad LÃ©n 31 2022
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
RangÃ©:	DEIS Tuaithe
LÃ©on lomlÃ©n na mBall	2
Foirne MÃ©inteoireachta:	16
Rolla Reatha:	TÃ©
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfad teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

Knockmahon National School invites applicants for the position of part-time school secretary commencing on the 31st August 2022. The position is for 20 hours per school week.

Responsibilities include but are not limited to:

Maintaining school data bases including the Online Claims System (OLCS and POD systems) and managing school accounts.

Liaising with representatives of school service providers, suppliers and visitors.

General office administration tasks. The ability to assist the school principal with the daily administration tasks and meeting requests and scheduling events etc.

The candidate will demonstrate:

Excellent interpersonal and communication skills.

A high level of proficiency in ICT in the use of Google

Drive and use of Microsoft Office.

Excellent administrative and organisational skills, ensuring good record keeping and adherence to school procedures and policies.

Knowledge of GDPR requirements.

A high level of confidentiality and discretion.

Experience of basic financial systems (FSSU and ROS) is desirable.

The position is subject to garda vetting.
Application by e-mail only to
knockmahonnsapplications@gmail.com

Applications must be received by 12 noon on
the 17th August 2022.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÁiteoir (ainm, rÁ, uimhir theagmhÁla.)
- CV (Digiteach)

Is fÁidir iarratais a chur isteach trÁ

- RÁomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

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Cuir Iarratas Chuig:	knockmahonnsapplications@gmail.com
Contae:	Port Láirge
Ceisteanna Chuig:	knockmahonns@gmail.com 051292500
Suíomh GrÁasÁin:	https://www.knockmahonns.com

Is ag IPPN atÁ an cÁipcheart i dtaca leis an fhaisnÁis san fhÁgra seo agus dÁanann IPPN Á a cheadÁnÁ le haghaidh ÁsÁjide ag cuardaitheoirÁ post amhÁin. NÁ fÁidir an fhaisnÁis atÁ ann a ÁoslÁdÁil, a chÁipeÁil nÁ a ÁsÁjid chun crÁocha ar bith eile, lena n-ÁirÁtear a macasamhlÁ ar shuÁomhanna grÁasÁin earcaÁochta agus fÁgraÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁil roimh rÁ Á IPPN.