

ID FÃ©GRA 180947

RÃ©naÃ©

Cahir National School

Cahir Kenmare V93 TD4V
<https://www.cahirschool.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Aoine MFÃ©mh 16 2022
SpriocdhÃ©ta le haghaidh larratas:	Aoine DFÃ©mh 14 2022
DÃ©ta Tosaithe:	Luan Samh 7 2022
StÃ©idas an Phoist:	TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on lomiÃ©n na mBall	2
Foirne MÃ©inteoireachta:	
Rolla Reatha:	33
Scoil Droichead:	NÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

This is shared secretarial post of 12 hours between Cahir School, Kenmare and Tulloha N.S., Bonane with both schools offering a 6 hour contract. This is a fixed term post until the end of June 2023.

Both schools are seeking an enthusiastic, hard-working Primary School Secretary who is competent and experienced in Office Administration. The 12 hours are worked flexibly between Tuesday to Friday in both schools, during school term time only. This equates to 6 hours in one school per week and 6 hours in the other school per week.

â?¢ The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The position is subject to a 6 month probationary period and satisfactory Garda Vetting.

The successful candidate will have:

- â?¢ Excellent organisational, interpersonal, oral and written communication skills
- â?¢ Administrative skills to support the management of school finances (experience of accounting packages desirable)
- â?¢ Proficiency in Microsoft Office and Google Drive
- â?¢ Ability to plan and work on one's own initiative along with the ability to work in a team environment with the Principal and other school staff
- â?¢ A high level of Confidentiality and Discretion is expected

Key Duties and Responsibilities include but are not limited to the following:

- Act as the first point of contact for visitors to the school.
- Managing school communications: phone, email, Aladdin (school database platform), the Department of Education database, the Online Claims System (OLCS) and the Primary Online Database (POD), postage, etc.
- Updating, managing and storing school records in compliance with GDPR.

- General school administration and office management.
- Procurement of resources for identified areas of the school.
- Assisting with the organisation of school events and activities.

Previous School Secretary experience is desirable but not essential as training will be provided

A Panel of suitable applicants may be set up to fill vacancies that arise within this school year. Canvassing will disqualify.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	187590
Cuir Iarratas Chuig:	Chairperson Cahir National School Cahir Kenmare V93 TD4V
Contae:	Ciarraí
Ceisteanna Chuig:	cahirschool@gmail.com 0646642244
Suíomh Grádasáin:	https://www.cahirschool.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláidáil, a chéipeáil ná a áisid chun críocha ar bith eile, lena n-áirítear a macsamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.