

**ID FÁ?GRA 183255**

## RÃºnaÃ

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### Scoil Colmcille Naofa

Idrone Avenue Knocklyon N/A D16 H337

<https://www.stcolmcillesjns.ie>

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### PRÃ•OMHSHONRAÃ•

StÃ¡das:	DÃghnÃomhaithe
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	Luan Samh 7 2022
SpriocdhÃ¡ta le haghaidh larratas:	Luan Samh 14 2022
DÃ¡ta Tosaithe:	Luan Ean 9 2023
StÃ¡das an Phoist:	Buan
LÃon na bhFolÃºntas:	1

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### SONRAÃ• SCOILE

CineÃ¡il Scoile:	PrÃ•omhshruth
StruchtÃºr na Scoile:	Scoil ShÃ³isearach
Inscne:	Comhoideachas
PÃ¡itÃºnacht na Scoile:	Caitliceach
LÃon lomlÃ¡in na mBall	45
Foirne MÃºinteoirreachta:	
Rolla Reatha:	721
Scoil Droichead:	TÃ¡j

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### SONRAÃ• AN PHOIST

**Eolas Breise:**

This is a permanent full-time job of 37 hrs per week over 5 days. The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional manner.

They will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Responsibilities include but are not limited to:

- â?¢ Act as the first point of contact for all visitors to the school and respond to their enquiries
- â?¢ Managing school communications: phone, email, Aladdin Connect (school database platform), Department of Education database system Online Claims System (OLCS) and Primary Online Database (POD), postage, etc.
- â?¢ Updating, file management, and organisation of school records in compliance with GDPR, (Aladdin, POD, and the OLCS payment system)
- â?¢ Procurement of resources for identified areas of the school
- â?¢ Assisting the principal with the maintenance of the school building and grounds
- â?¢ Assisting with the organisation of school events and activities
- â?¢ Assisting with the maintenance of school finance records
- â?¢ General school administration and office management

Skills /knowledge/competencies required:

- â?¢ Excellent communication skills (both verbal and written)

• Excellent command of written and spoken English  
• Good attention to detail and strong organisational skills  
• Excellent interpersonal skills and ability to build rapport with students, parents, staff and all members of the school community  
• Ability to work on own initiative and also as part of a team and showing flexibility consistent with the nature of the job  
• Reliable, trustworthy and aware of the need to maintain confidentiality in all aspects of work and flexibility to be able to adapt easily to the needs of the school  
• Open to learning new skills and taking on new challenges  
• Discretion and the ability to maintain strict confidentiality  
• Experience working in a demanding, busy work environment  
• Good proficiency in IT and use of Microsoft Office including Word, Excel, Publisher, PowerPoint or equivalent Google Workspace apps  
• Experience of basic financial systems to enable maintenance of school finance records  
• Experience of operating database platforms such as or like online claims system (OLCS), pupil online database POD, Aladdin

You will need to be highly confidential in all areas of your work and adhere to GDPR regulations. The appointment is subject to Garda vetting and the successful candidate will be required to undertake TUSLA child protection training.

**Additional Information:**

Applications by post only. Please put "Secretary" in the subject title of your application and post to -

St. Colmcilles JNS,  
Idrone Avenue,  
Knocklyon,  
Dublin 16.  
D16H337

The working week will consist of 37 hours scheduled over 5 working days. The final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the School Principal.

Flexibility may be required at other times to support school events/activities.

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

**APPLICATION REQUIREMENTS**

Letter of Application

Referees (name, role, contact no.)

CV

Applications may be submitted by

Post

**RIACHTANAIS IARRATAIS**

- Táj sábháilteach go mbeadh Dearbhúil Reachtóil bailé ag an duine a cheapfar agus go gcomhluánadh siad an Fhoirm Ghealtanais.
- Litir iarratais
- Rátheoirí (ainm, rí, uimhir theagmhála.)
- CV (Ceangáláir Neamhcheangailte/Sleamhán)

Is fáidir iarratais a chur isteach tráthnóna

- Litir

## CUIR IARRATAS ISTEACH AR AN bhFOLÁ?NTAS SEO

<b>Uimhir Rolla:</b>	19474D
<b>Cuir Iarratas Chuig:</b>	Idrone Avenue Knocklyon Templeogue N/A
<b>Contae:</b>	Baile Átha Cliath
<b>Ceantar Poist:</b>	Dublin 16
<b>Ceisteanna Chuig:</b>	<a href="mailto:office@ccjns.ie">office@ccjns.ie</a> 01 4947422
<b>SuÃomh GrÃ©asÃ¡in:</b>	<a href="https://www.stcolmcillesjns.ie">https://www.stcolmcillesjns.ie</a>
<b>Tuilleadh Eolais:</b>	<a href="https://www.stcolmcilles.ie">https://www.stcolmcilles.ie</a>

Is ag IPPN atÃ¡j an cÃ³ipcheart i dtaca leis an fhaisnÃ©is san fhÃ³gra seo agus dÃ©anann IPPN Ã¡ a cheadÃºnÃº le haghaidh ÃºsÃ¡jide ag cuardaitheoirÃº post amhÃ¡in. NÃ¡ fÃ©idir an fhaisnÃ©is atÃ¡j ann a Ã‰oslÃ³dÃ¡il, a chÃ³ipeÃ¡il nÃ¡j a ÃºsÃ¡jid chun crÃ³cha ar bith eile, lena nÃ¡jirÃ©tear a macasamhlÃº ar shuÃ³mhanna grÃ©asÃ¡in earcaÃ³chta agus fÃ³graÃ³chta eile, gan cead sainrÃ¡jite i scrÃ³bhinn a fhÃ¡il roimh rÃ©Ã³ IPPN.