

ID FÃ©GRA 192676

## RÃ©naÃ©

## Killeshandra NS

Main Street, Killeshandra, H12 Y2N1  
<https://www.killeshandranscoi.com>

## PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©mhaithe  
LeibhÃ©al: Bunscoil  
DÃ©ta PostÃ©ilte: CÃ©ad Beal 17 2023 15:22:22  
SpriocdhÃ©ta le haghaidh larratas: MÃ©irt Meith 6 2023  
DÃ©ta Tosaithe: CÃ©ad LÃ©n 30 2023  
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: Eaglais na hÃ©ireann  
LÃ©on lomiÃ©n na mBall 4  
Foirne MÃ©inteoireachta:  
Rolla Reatha: 51  
Scoil Droichead: NÃ©i

## SONRAÃ© AN PHOIST

## Eolas Breise:

Killeshandra N.S. (C. of I.) is seeking a part-time secretary to work in the school office. Hours are likely to be 12 hours per week spread over 4 days (final arrangements will be agreed with the successful candidate on the basis of meeting school needs as determined by the Principal).

## Essential Criteria:

- Ã© Administrative skills and general office experience.
- Ã© Excellent typing skills and proficiency in Microsoft applications (Word, Excel) and Google Drive.
- Ã© Excellent interpersonal skills, including oral and written communication skills.
- Ã© Excellent organisational skills, ensuring good record keeping and adherence to procedures and policies.
- Ã© Administrative skills to support the management of school finances.
- Ã© Ability to plan and work on one's own initiative with the ability to work in a team environment with the Principal and other school staff.
- Ã© Flexible attitude and approach to work.
- Ã© A high level of confidentiality and discretion is expected.
- Ã© Knowledge of GDPR and Data Protection requirements.

## Desirable Criteria:

- Ã© Knowledge of school software systems including Aladdin, Esinet, OLCS and POD are desirable but not essential as training will be provided.
- Ã© Experience of basic financial systems to enable maintenance of school finance records, online payment systems, payroll and revenue returns.

## Key Duties &amp; Responsibilities:

- Managing school correspondence and communication.
- Maintaining all financial records.
- Updating, managing and storing school records.
- Liaison with service providers and suppliers.
- General school administration and office management.
- Assisting with the organisation of school events and activities.
- Maintaining records of staff leave.
- Procurement of resources.
- Other duties as allocated by the Principal or Deputy Principal.

The appointment is subject to the following: Garda Vetting, completion of MedMark medical clearance, provision of referee contact details. The successful candidate will also be required to undertake TUSLA child protection training.

The position is subject to a 6 month probationary period.

Secretaries are recruited in line with the terms set out in Circular 36/2022. The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as a school secretary.

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- Réiteoir (ainm, rár, uimhir theagmhíla.)
- CV (Ceanglaí Neamhcheangailte/Sleamhnán)

Is fíoridir iarratais a chur isteach tríd

- Litir

## CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

<b>Uimhir Rolla:</b>	11205F
<b>Cuir Iarratas Chuig:</b>	The Chairperson, Killeshandra N.S. (C. of I.), Main Street, Killeshandra, Co. Cavan. H12 Y2N1
<b>Contae:</b>	An Cabhán
<b>Ceisteanna Chuig:</b>	<a href="mailto:killeshandranscoi@gmail.com">killeshandranscoi@gmail.com</a>
<b>Suíomh Grádasáin:</b>	<a href="https://www.killeshandranscoi.com">https://www.killeshandranscoi.com</a>

Is ag IPPN atá an cárphheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh áiside ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áoslá d'áil, a chárpeáil ná a áisid chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár á IPPN.