

ID FÃ©GRA 193549

RÃ°naÃ°

Scoil Naomh Muire

Keash Ballymote F56NT66

PRÃ°OMHSHONRAÃ°

StÃ°das:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	DÃ°ar Beal 25 2023 11:02:09
SpriocdhÃ°ta le haghaidh larratas:	Luan Meith 5 2023
DÃ°ta Tosaithe:	CÃ°ad LÃ°n 30 2023
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°itrÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°n na mBall	3
Foirne MÃ°inteoireachta:	52
Rolla Reatha:	NÃ°
Scoil Droichead:	NÃ°

SONRAÃ° AN PHOIST

Eolas Breise:

Scoil Naomh Muire, Keash NS, Keash, Ballymote, Co. Sligo is a three-teacher school under the patronage of the Bishop of Achonry seeking a part-time secretary to work in a busy school office.

Hours are likely to be 10 hours weekly

Hours will be during the school term only (there will be 6 weeks closure during the school year as per school holidays).

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

The role of the school secretary is to contribute to the smooth running of the school through the provision of a professional office service and to act as a key support to the school Principal in managing the wide variety of administrative tasks associated with running a vibrant school.

Duties of the post are wide and varied but it is envisaged that a range of specific duties will be assigned to the successful applicant.

This is a fixed-term contract for the duration of the school year.

Personal Qualities:

The successful candidate will be committed and will demonstrate the following personal qualities:

â?¢ Excellent interpersonal skills and ability to deal with all members of the school community.

â?¢ Ability to work on own initiative but also to work as part of team.

â?¢ Ability to manage multiple tasks and competing priorities, to work under pressure and achieve deadlines

â?¢ Reliable and trustworthy and aware of the need to maintain confidentiality in all aspects of the work

â?¢ Flexible and able to adapt easily to the needs of the school

â?¢ Open to learning new skills and taking on new challenges

â?¢ Proactive in identifying opportunities to improve systems and procedures to ensure the

smooth running of the school office

• Positive outlook and willing to contribute to the overall development of the school environment.

Skills and Experience:

• Essential Skills: Administrative skills and general office experience; proficiency in Microsoft applications, to include Word, Excel and Publisher and excellent typing skills; excellent interpersonal skills, including oral and written communication skills; excellent organisational skills, ensuring good record keeping and adherence to school procedures and policies

• Desirable Skills: Knowledge of GDPR and Data Protection requirements; Familiarity with school systems i.e. Aladdin, POD and OLCS systems and with the management of school finances using the FSSU templates and on-line payment systems

The successful candidate will be required to undergo compulsory Garda Vetting and Child Safeguarding training.

RIACHTANAIS IARRATAIS

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

Is fíoridir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	15342M
Cuir iarratas Chuig:	Chairperson of the BOM, Keash NS Keash Ballymote Co. Sligo F56NT66
Contae:	Sligeach
Ceisteanna Chuig:	keashnsprincipal@gmail.com

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil nár áisíde chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scríbhinn a fháil roimh rár IPPN.