

ID FÃ©GRA 198122

RÃ©naÃ©

Killashee Multi Denominational NS

Kilcullen Road Naas W91YV60

PRÃ©OMHSHONRAÃ©

StÃ©das:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	MÃ©irt IÃ©il 11 2023
SpriocdhÃ©ta le haghaidh larratas:	Aoine IÃ©il 28 2023
DÃ©ta Tosaithe:	Luan LÃ©n 28 2023
StÃ©das 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:	Eile
LÃ©on IomlÃ©in na mBall	12
Foirne MÃ©inteoireachta:	225
Rolla Reatha:	TÃ©
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Killashee MDNS is seeking a part time secretary in the busy office of our warm and welcoming school. This position is part time, 2 days a week (Mon-Tues) during school term time and in the week after school closure and before school re-opening. (This is a job share position and all responsibilities will be shared by both secretaries).

This key role at the heart of our school demands a high level of professionalism, flexibility and initiative working alongside the Principal and Deputy Principal to ensure the smooth running of the school.

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 first point of the scale unless the candidate has previous work experience as a school secretary.

General secretarial and administrative duties consistent with the role of School Secretary including but not limited to

• Reception and telephone duties

• Managing school correspondence including email correspondence

• Organising, maintaining and updating school databases and filing systems.

• Maintenance of all school office supplies.

• Organising quotes, making payments and maintaining financial records on day to day expenditure.

• Supporting the students' admission and transfer process and maintaining and filing of all documentation.

• Maintaining records of all leave taken by school staff.

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

• Working in close co-operation with the other job share secretary to ensure the efficient and effective delivery of the school secretarial responsibilities.

• Working in close co-operation with all staff to ensure the effective running of the school.

• Carrying out other duties assigned by the Principal and related to the post of School Secretary.

Skills/Knowledge Required:

• Excellent interpersonal and organisational skills.

• Excellent communication skills (both verbal and written)

• Excellent typing/IT skills

• The candidate will need to be highly confidential in all areas of their work and be GDPR compliant.

• Ability to plan and work efficiently and on own initiative, working to a deadline and showing flexibility consistent with the nature of the job.

• A high level of proficiency in ICT and use of Microsoft Office (Word, Excel, Publisher, PowerPoint), with ability to learn new applications.

• Experience of operating database platforms such as or similar to the Online Claim System (OLCS) Pupil Online Database (POD) and Data Biz desirable.

• Experience of basic financial systems in line with FSSU (Financial Support Services Unit) requirements desirable..

Additional Information:

The appointment is subject to Garda Vetting and the successful candidate will have to undertake TUSLA Child Protection Training.

Only shortlisted candidates will be contacted via email with interview details

Applications by email only to applicationskillasheemdns@gmail.com

RIACHTANAIS IARRATAIS

• [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bail á ag an duine a cheapfar agus go gcomhláin á dh siad an Fhoirm Ghealltanais.](#)

• Litr iarratais

• Ráiteoir (ainm, rár, uimhir theagmháil.)

• Cáip de Theastais, Diopláma, Cáimeanna

• CV (Ceanglár Neamhcheangailte/Sleamhnáin)

Is fíidir iarratais a chur isteach trá

• Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 20087D

Cuir iarratas Chuig: applicationskillasheemdns@gmail.com

Contae: Cill Dara

Ceisteanna Chuig: killasheemdns@gmail.com

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Ná fíidir an fhaisnéis atá ann a áoslá d áil, a cháipe áil n á a á s áid chun cr áocha ar bith eile, lena n-áirítear a macasamhlá ar shuáomhanna gr á as áin earca áochta agus fágra áochta eile, gan cead sainráite i scr ábhinn a fh áil roimh rá á IPPN.