

ID FÃ©GRA 202737

RÃ©naÃ©

Crubany NS

Crubany NS Crubany Cavan H12NY64



PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ita PostÃ©ilte:	DÃ©ar MFÃ©mh 14 2023
SpriocdhÃ©ita le haghaidh larratas:	Aoine MFÃ©mh 22 2023
DÃ©ita Tosaithe:	Luan Samh 6 2023
StÃ©idas an Phoist:	Buan
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:	Caitliceach
LÃ©on IomlÃ©in na mBall	11
Foinne MÃ©inteoireachta:	183
Rolla Reatha:	TÃ©
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

Crubany N.S. invites applications for the position of School Secretary. This full-time position will be subject to sanction by the Department of Education, with secretaries 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.

The position is subject to compulsory Garda Vetting and a 6-month probationary period. This on-site role is for approximately 30 hours per week (pending confirmation from the Department of Education). Exact hours are to be confirmed by the Department of Education prior to commencement. Holidays as per Circular 36/2022.

Key duties of the position include the following:

â?¢ Act as the point of contact for all visitors and enquiries.

â?¢ Managing school communications: phone, email, databases (e.g. Aladdin, POD, OLCS, ESINET)

â?¢ Administrative skills to support the management of school finances, FSSU accounts, Payroll, banking accounts, invoices, etc.

â?¢ General school administration: filing, photocopying and providing clerical and administrative support to the Principal, Deputy Principal and staff as required.

â?¢ Office management, maintenance of office equipment, procurement of resources and liaising with service providers, suppliers, etc.

â?¢ Co-ordinate the school admissions process.

The ideal candidate will demonstrate the following competencies:

â?¢ Professionalism, discretion and the ability to maintain strict confidentiality.

â?¢ Strong interpersonal and oral/written communication abilities.

â?¢ Excellent book-keeping skills, including proficiency in online payment systems, (ROS, VAT, RCT, etc), and a willingness to upskill as needed.

• IT skills, including

• Proficiency in typing, Microsoft Office, Google Drive, Server use and a willingness to upskill as needed.

• Knowledge in relation to GDPR and data protection and updating, managing and storing school records in accordance with GDPR compliance.

• Strong organisational skills and ability in regard to attention to detail.

• Ability to use own initiative, to work independently and as part of a team.

• Planning and organisational skills.

• Ability to work closely with the Principal, Board of Management, Parents' Association and staff.

• Flexibility in the varied demands of the job and the ability to show initiative when required.

• Experience working in a busy office environment.

• Relates well to children.

• Positive outlook and willingness to contribute to overall school development.

• Commitment to uphold the Catholic ethos of the school.

The above job description is not exhaustive.

Shortlisting of candidates may take place.

Please send a Letter of Application, Curriculum Vitae, with contact details of referees, by email ONLY to crubanyapplications@gmail.com by 3 p.m. on Friday 22nd September 2023.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reachtáil bail ag an duine a cheapfar agus go gcomhlánadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Róimhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	08453H
Cuir Iarratas Chuig:	Crubany NS Crubany Cavan H12NY64
Contae:	An Cabhlaigh
Ceisteanna Chuig:	crubanyapplications@gmail.com

Is ag IPPN atá an cúlú i dtaca leis an fhaisnéis san fhógra seo agus d'anann IPPN a cheadú le haghaidh áise ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil níl a áise chun críochna ar bith eile, lena n-áirítear a macasamhlú ar shuíomhanna grádasáin earcaíochta agus fógraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.