ID FÃ?GRA 206071

RÃºnaÃ

St. Fergal's NS

Boghall Road Ballywaltrim Bray A98 A521
https://www.stfergalsnsbray.ie

PRÃ•OMHSHONRAÃ•

StÃ¡das:	DÃghnÃomhaithe
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	Aoine Samh 17 2023 12:01:13
SpriocdhÃ¡ta le haghaidh Iarratas:	Aoine Noll 1 2023
DÃ¡ta Tosaithe:	Luan Ean 8 2024
StÃ¡das an Phoist:	Buan
LÃon na bhFolÃºntas:	1

SONRAÃ• SCOILE

CineÃ¡l Scoile:	PrÃomhshruth
StruchtÃºr na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ¡trÃºnacht na Scoile:	Caitliceach
RangÃº:	DEIS 2
LÃon IomlÃ¡n na mBall Foirne MÃºinteoireachta:	30
Rolla Reatha:	397
Scoil Droichead:	TÃ¡

SONRAÃ• AN PHOIST

PainÃ©al IarratasÃ³irÃ:
FÃ©adfar painÃ©al inmheÃ¡nach dâ??iarratasÃ³irÃ oiriÃºnacha a bhunÃº chun folÃºntais a lÃ-onadh a dâ??fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã³n dÃ¡ta a fhaomhfaidh an Bord an t-iarrthÃ³ir rathÃºil (ceithre mhÃ i gcÃ¡s poist mhÃºinteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:
St Fergal's National School, Bray, invites candidates for the position of school secretary. This position will be subject to sanction from the Department of Education. The successful candidate will be recruited in line with the terms and conditions as set out in Circular 36/2022.The position is subject to compulsory Garda vetting and a six month probationary period.
Additional Information
Key duties of this position will include:
point of contact for all visitors and enquiries.
managing school communications-phone,email,databases (eg.Aladdin, POD, OLCS)
Management of schools financial accounts-payments,payroll,FSSU and corresponding with our school accountant.
Office management-maintenance of office equipment, procurement of resources and liaising with service providers,suppliers etc
Co-ordinating the school admissions process.
Working alongside the school management team.

The ideal candidate will demonstrate the following competencies:
Professionalism, discretion and the ability to maintain strict confidentiality.
Strong interpersonal and communication skills.
Excellent book-keeping skills including knowledge of ROS,VAT,RCT, online banking etc.

A willingness to engage in Continuous Professional Development.
ICT proficiency and an interest in upskilling.
Knowledge in relation to GDPR and data protection and updating, managing and storing school records in accordance with GDPR compliance.
Ability to use own initiative and to work independently and
as part of a team.
Applications by post only. Please mark "Secretary position" clearly on the envelope. Applications addressed to: Chairman, Board of Management, St Fergal's National School, Boghall Road, Bray, County Wicklow. A 98 A 521.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- CÃ³ip de Theastais, DioplÃ³maÃ, CÃ©imeanna
- CV (CeanglÃ³ir Neamhcheangailte/SleamhnÃ¡n)

Is fÃ©idir iarratais a chur isteach trÃ

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla:	20466L
Cuir Iarratas Chuig:	Boghall Road Ballywaltrim Bray A98 A521
Contae:	Cill MhantÃ¡in
Ceisteanna Chuig:	principal@stfergalsnsbray.ie
SuÃomh GrÃ©asÃ¡in:	https://www.stfergalsnsbray.ie

Is ag IPPN atÃ¡ an cÃ³ipcheart i dtaca leis an fhaisnÃ©is san fhÃ³gra seo agus dÃ©anann IPPN Ã a cheadÃºnÃº le haghaidh ÃºsÃ¡ide ag cuardaitheoirÃ post amhÃ¡in. NÃ fÃ©idir an fhaisnÃ©is atÃ¡ ann a ÃoslÃ³dÃ¡il, a chÃ³ipeÃ¡il nÃ¡ a ÃºsÃ¡id chun crÃocha ar bith eile, lena n-Ã¡irÃtear a macasamhlÃº ar shuÃomhanna grÃ©asÃ¡in earcaÃochta agus fÃ³graÃochta eile, gan cead sainrÃ¡ite i scrÃbhinn a fhÃ¡il roimh rÃ© Ã³ IPPN.