

ID FÃ©GRA 213972

RÃ©naÃ©

Sacred Heart NS

St. John's Drive Srúleen Clondalkin
<https://www.sruleenns.com>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	CÃ©ad Beal 22 2024
SpriocdhÃ©ta le haghaidh larratas:	Aoine Meith 7 2024
DÃ©ta Tosaithe:	CÃ©ad LÃ©n 21 2024
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall	28
Foirne MÃ©inteoireachta:	
Rolla Reatha:	475
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

Sacred Heart School is seeking a FULL-TIME PERMANENT secretary. This position will be subject to the terms and conditions outlined in Circular 36 2022 Revision of Salaries and Annual Leave arrangements for School Secretaries.

The successful candidate will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is preferable.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of school secretary and as outlined in the skills/knowledge below:

- * Organising, maintaining and updating school databases and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- * Maintaining records of school finances including cash collections, bank payments and entering & reconciling all payments on accounting system
- * Managing school correspondence with professionalism and confidentiality
- * Maintenance and filing of all invoices and documentation
- * Maintenance of records of staff leave and supporting substitute cover process

- * Maintenance of the school and office supplies and operating all office machines (e.g. photocopier, printer etc)
- * Liaison with representatives of service providers, suppliers, school users and visitors
- * Working in close co-operation with the Principal, Deputy Principal and school staff
- * Carrying out other duties assigned by the Principal and related to the post of school secretary
- * Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- * Co-ordination of internal communications (post, telephone messages, email etc.)

Skills/Knowledge Required:

- *Excellent interpersonal skills
- *Excellent communication skills (both verbal and written)
- *Excellent Typing / IT skills
- *A clear understanding of and adherence to GDPR regulations
- *Ability to plan and work efficiently on their own initiative, working to a deadline and showing flexibility consistent with the nature of the job.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training. This position is subject to a probationary period. Induction training will be facilitated.

Applications should be addressed to the Chairperson of the Board of Management and submitted by email only to principal@sruleenns.com. Closing date for applications is 7/06/2024 at 5pm.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ©iteoirÃ© (ainm, rÃ©, uimhir theagmhÃ©la.)
- CÃ©ip de Theastais, DioplÃ©maÃ©, CÃ©imeanna
- CV (Digiteach)

Is fÃ©idir iarratais a chur isteach trÃ©

- RÃ©omhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ©NTAS SEO

Uimhir Rolla: 19799I
Cuir Iarratas Chuig: St. John's Drive
 Srúleen
 Clondalkin
Contae: Baile Átha Cliath
Ceantar Poist: Dublin 22
Ceisteanna Chuig: info@sruleenns.com
Suíomh GrÃ©asÃ©in: <https://www.sruleenns.com>

Is ag IPPN atÃ© an cÃ©ipcheart i dtaca leis an fhaisnÃ©is san fhÃ©gra seo agus dÃ©anann IPPN Ã© a cheadÃ©nÃ© le haghaidh Ã©sÃ©ide ag cuardaitheoirÃ© post amhÃ©in. NÃ© fÃ©idir an fhaisnÃ©is atÃ© ann a Ã©oslÃ©dÃ©il, a chÃ©ipeÃ©il nÃ© a Ã©sÃ©id chun crÃ©ocha ar bith eile, lena n-Ã©irÃ©tear a macasamhlÃ© ar shuÃ©mhanna grÃ©asÃ©in earcaÃ©ochta agus fÃ©graÃ©ochta eile, gan cead sainrÃ©ite i scrÃ©bhinn a fhÃ©il roimh rÃ© Ã© IPPN.