

ID FÃ°GRA 216403

RÃ°naÃ°

Gusserane NS

Gusserane NS Gusserane New Ross Y34 HV08
<https://www.gusseranens.ie>



PRÃ°OMHSHONRAÃ°

StÃ¡das:	DÃaghnaÃomhaithe
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	MÃ¡irt Meith 4 2024
SpriocdhÃ¡ta le haghaidh larratas:	MÃ¡irt Meith 18 2024
DÃ¡ta Tosaithe:	CÃ©ad LÃ°n 28 2024
StÃ¡das an Phoist:	PÃ¡irtaimseartha
LÃ°n na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ¡il Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ¡trÃ°nacht na Scoile:	Caitliceach
LÃ°n IomlÃ¡n na mBall	5
Foirne MÃ°inteoireachta:	
Rolla Reatha:	75
Scoil Droichead:	TÃ¡

SONRAÃ° AN PHOIST

PainÃ©al larratasÃ°irÃ°:

FÃ©adfar painÃ©al inmheÃ¡nach 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¡s poist mhÃ°inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

The Board of Management of Gusserane NS, is seeking a part-time secretary. This is a part-time position of 15 hours per week.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. 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 a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The School Secretary 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.

Essential Personal Qualities would include:

- Excellent interpersonal skills
- Ability to work on own initiative and also to work as part of a team.
- Ability to multitask, prioritise, work under pressure and achieve deadlines.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexible and adaptable to the needs of the school

- Proactive in identifying improvements to ensure smooth systems and procedures.
- Positive outlook

Responsibilities include but are not limited to:

• General secretarial duties consistent with the role of School Secretary such as

- Carrying out administrative duties assigned by the Principal

â?¢ Working in close co-operation with Principal, Deputy Principal and staff

• Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner

• Organising, maintaining and updating school databases and filing systems including Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll

â?¢ Competency in maintaining financial accounts, records, online banking systems, procurement and monthly financial reports

â?¢ Managing school correspondence with professionalism and confidentiality.

â?¢ Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.)

- Maintenance and filing of all documentation

â?¢ Liaising with representative of service providers, suppliers and visitors

Assisting with the organisation of school events and activities e.g. Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.

- Coordination of internal communication (post, telephone messages, email etc.)

• To be aware of and comply with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person

- Other duties as allocated by the Principal

Please include the following:

1. Letter of application detailing your suitability for the job
2. CV including up-to-date referees with contact details.

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

Shortlisted candidates for interview will be contacted by email.

RIACHTANAIS IARRATAIS

- [TĀ; sĀ© riachtanach go mbeadh DearbhĀ° ReachtĀ°il bailĀ ag an duine a cheapfar agus go gcomhlĀĀnĀ°dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- RĀ©iteoirĀ (ainm, rĀ°l, uimhir theagmhĀĀla.)
- CV (CeanglĀ°ir Neamhcheangailte/SleamhnĀĀin)

Is fÃ©idir iarratais a chur isteach trÃ

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 14900P

Cuir Iarratas Chuig: Gusserane NS
Gusserane,
New Ross
Co. Wexford
Y34 HV08

Contae: Loch Garman

Ceisteanna Chuig: gusseranens@gmail.com

Suãomh Grã©asãin: <https://www.gusseranens.ie>

Is ag IPPN atÁi an cÁ³ipheart i dtaca leis an fhaisnÁ³is san fhÁ³gra seo agus dÁ³anann IPPN Á a cheadÁ³nÁ³ le haghaidh Á³sÁ³ide ag cuardaitheoirÁ³ post amhÁ³in. NÁ fÁ³idir an fhaisnÁ³is atÁ³ ann a Á³oslÁ³dÁ³il, a chÁ³ipeÁ³il nÁ³ a Á³sÁ³id chun crÁ³ocha ar bith eile, lena n-Á³irÁ³tear a macasamhlÁ³ ar shuÁ³mhanna grÁ³asÁ³in earcaÁ³ochta agus fÁ³graÁ³ochta eile, gan cead sainrÁ³ite i scrÁ³bhinn a fhÁ³il roimh rÁ³ Á³³ IPPN.