

ID FÃ©GRA 225578

RÃ°naÃ°

Glounaguillagh NS

Glounaguillagh National School Caragh Lake Killorglin V93 HX07
<https://www.glounaguillaghns.ie>



PRÃ°OMHSHONRAÃ°

StÃ°idas:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	Luan MFÃ°mh 30 2024
SpriocdhÃ°ta le haghaidh larratas:	MÃ°irt DFÃ°mh 15 2024
DÃ°ta Tosaithe:	Luan Samh 4 2024
StÃ°idas 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°trÃ°nacht na Scoile:	Caitliceach
LÃ°on lomiÃ°in na mBall	8
Foirne MÃ°inteoireachta:	
Rolla Reatha:	145
Scoil Droichead:	NÃ°i

SONRAÃ° AN PHOIST

Eolas Breise:

The Board of Management of Glounaguillagh N.S. invites applications for the position of Secretary for 18.5 working hours per week.

The successful candidate should have:

- â?¢ Recognised Qualifications
- â?¢ Experience of operating in a busy office environment and/or secretarial experience working in a child-centered environment
- â?¢ Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies
- â?¢ Excellent confidentiality and respect the importance of same
- â?¢ Excellent interpersonal skills, including oral and written communication skills.
- â?¢ Competency in maintaining financial accounts, including wages, budgets, procurement and financial reports
- â?¢ A high level of proficiency in I.T. and in the use of Microsoft Office, G Suite and other online applications
- â?¢ Organising, maintaining and updating school databases and filing systems such as Aladdin, Online Claims System (OLCS), Pupil Online Database (POD), Financial Support Services Unit (FSSU) and Payroll as well as a knowledge of GDPR & Data Protection requirements
- â?¢ Maintaining records of school finances and knowledge of FSSU Guidelines
- â?¢ The ability to assist the principal with the daily administration tasks, meeting requests, scheduling events. Managing school correspondence, postage etc.
- â?¢ Updating, managing and storing school records in compliance with GDPR
- â?¢ Assisting with the organisation of school events and activities
- â?¢ Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job

- A commitment to maintaining confidentiality and discretion
- Willingness to upskill where necessary

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake Tusla Child Protection Training and training in GDPR.

The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022 and Circular 48/2024. New secretaries will be placed on point 1 of the scale set out in Appendix 1 of the circular, unless they have prior experience as a school secretary.

To apply for the position, send a CV and letter of application, including the names, roles and contact details of three referees, by email to applications@glounaguillaghns.ie the subject line should be clearly marked 'Secretary Application'.

This position is subject to a six month probationary period.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Diplóma, Cáimeanna
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	015831
Cuir Iarratas Chuig:	applications@glounaguillaghns.ie
Contae:	Ciarraí
Ceisteanna Chuig:	0669769402
Suíomh Grádasáin:	https://www.glounaguillaghns.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh áisíde ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláil, a cháipeáil ná a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.