

ID FÃ©GRA 229029

RÃ°naÃ

SN Seamus Naofa

Glenmore Co. Kilkenny Via Waterford Y34 C527
<https://www.glenmorenationalschool.com>

PRÃ°OMHSHONRAÃ°

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|------------------------------------|----------------------------|
| StÃ°idas: | DÃ°ghnÃ°omhaithe |
| LeibhÃ°al: | Bunscoil |
| DÃ°ta PostÃ°ilte: | Aoine Ean 10 2025 14:52:10 |
| SpriocdhÃ°ta le haghaidh larratas: | Aoine Ean 31 2025 |
| DÃ°ta Tosaithe: | Luan Feabh 3 2025 |
| StÃ°idas an Phoist: | PÃ°irtaimseartha |
| LÃ°on na bhFolÃ°ntas: | 1 |

SONRAÃ° SCOILE

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|--------------------------|---------------|
| CineÃ°il Scoile: | PrÃ°omhshruth |
| StruchtÃ°r na Scoile: | Ingearach |
| Inscne: | Comhoideachas |
| PÃ°itrÃ°nacht na Scoile: | Caitliceach |
| LÃ°on lomiÃ°n na mBall | 5 |
| Foirne MÃ°inteoireachta: | |
| Rolla Reatha: | 89 |
| Scoil Droichead: | NÃ°i |

SONRAÃ° AN PHOIST

Eolas Breise:

This is a part-time post of 10 hours per week. These may increase following review.

The ideal candidate should have:

Secretarial experience in a busy office environment and/or secretarial experience working in a child-centred environment.

Familiarity with online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, including wages, online payment systems, procurement, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive and other online applications.

Office administration skills including photocopying, laminating, binding, etc.

Knowledge of GDPR & Data Protection requirements.

Ability to assist the Principal with daily administration tasks, meeting requirements, and scheduling events.

Experience in the maintenance of office equipment and supplies and liaising with service providers, suppliers, school users, and visitors.

Confidentiality and professionalism are absolutely essential.

Manage the school office in a welcoming and professional manner.

Point of contact for all visitors and enquiries.

Manage school communications: phone, email, databases (e.g., Aladdin, POD, OLCS).

Management of payments/financial accounts/invoices and payroll.

General school administration: filing, photocopying, and providing clerical and administrative

support to the Principal, Deputy Principal, and staff as required.
Office management, maintenance of office equipment, procurement of resources, and liaising with service providers, suppliers, etc.
Coordinate the school admissions process.

The ideal candidate will demonstrate the following competencies:
Professionalism, discretion, and the ability to maintain strict confidentiality.
Strong interpersonal and oral/written communication abilities.
IT skills, including proficiency in Microsoft and willingness to upskill as needed.
Strong organisational skills and attention to detail.
Ability to use initiative, work independently, and as part of a team.
Planning and organisational skills.
Ability to work closely with the Principal, Deputy Principal, staff, and Board of Management.
Flexibility to meet the varied demands of the role and show initiative when required.
Positive outlook and willingness to contribute to the overall development of the school.
Commitment to uphold the ethos of the school.

The above job description is not exhaustive.
Shortlisting will apply, and those shortlisted will be called for an interview.
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection. The position is subject to a 12 month probation period.
Please mark envelopes with 'Secretary Application'

RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ©iteoirÃ (ainm, rÃ©, uimhir theagmhÃ|la.)
- CÃ©ip de Theastais, DioplÃ©maÃ, CÃ©imeanna
- CV (CeanglÃ©ir Neamhcheangailte/SleamhnÃ©n)

Is fÃ©idir iarratais a chur isteach trÃ

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÃ©NTAS SEO

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| Uimhir Rolla: | 18158L |
| Cuir Iarratas Chuig: | Secretary Application Chairperson Board of Management Glenmore NS Glenmore Co. Kilkenny Via Waterford Y34 C527 |
| Contae: | Cill Chainnigh |
| Ceisteanna Chuig: | glenmorens@gmail.com |
| SuÃ©omh GrÃ©asÃ©in: | https://www.glenmorenationalschool.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©omhanna grÃ©asÃ©in earcaÃ©ochta agus fÃ©graÃ©ochta eile, gan cead sainrÃ©ite i scrÃ©bhinn a fhÃ©il roimh rÃ© Ã© IPPN.