

ID FÃ©GRA 229797

RÃ©naÃ©

St Brigids NS

St. Brigid's N.S. Beechpark Lawn Castleknock Castleknock D15 P820
<https://www.saintbrigids.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ita PostÃ©ilte:	Domh Feabh 16 2025 15:35:28
SpriocdhÃ©ita le haghaidh Iarratas:	CÃ©ad Feabh 26 2025
DÃ©ita Tosaithe:	Luan MÃ©irta 3 2025
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1
	Is athfhÃ©gra Ã© seo

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall	53
Foirne MÃ©inteoireachta:	
Rolla Reatha:	900
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al IarratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a IÃ©onadh a dÃ©fhÃ©adfad teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ita 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:

The Board of Management of St. Brigid's National School Castleknock invites applications for the position of school secretary. This is a full-time, permanent position for 35 hours per week. The working hours will be Monday-Friday 8.30am - 4pm.

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary.

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

The school secretary is an integral part of the school community, working closely with the school Principal and Deputy Principal and he/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration and experience within an educational setting is desirable.

The successful candidate will have:

- Excellent interpersonal and communication skills, both oral and written.
- Strong organisational skills and excellent attention to detail.
- Reliability, trustworthiness and strict adherence to confidentiality
- Knowledge of GDPR & Data Protection requirements
- Knowledge in operating and maintaining a school online banking and payment system
- Flexibility and adaptability to the needs of the school
- Commitment to uphold the Catholic ethos of St. Brigid's National School.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System, (OLCS) Pupil Online Database (POD), Aladdin, School Accounting, FSSU accounting templates, Google Workspace and Microsoft Office.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- Working in close cooperation with the Principal, Deputy Principal and school staff
- Carrying out other duties assigned by the Principal and related to the post of school secretary
- Being the first point of contact for all visitors to the school and dealing with parents, pupils, visitors etc in a welcoming manner
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- General secretarial and administrative duties consistent with the role of school secretary
- Liaising with representatives of service providers, suppliers and school users and visitors
- Managing school correspondence with professionalism and confidentiality
- Organising, maintaining and updating school databases and filing systems including Aladdin, OLCS, POD, Revenue and payroll systems
- Maintaining records of school finances including cash collections, bank payments and entering and reconciling payments on school accounting system
- 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 & intercom)
- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Liaising with BOM Chairperson, Treasurer & representatives of the Parent Teacher Association
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Attend meetings and events as required.
- Willingness to upskill where necessary

Applications by email only please to secretaryapplications@saintbrigids.ie.

Only candidates shortlisted for interview will be contacted.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhála.)
- CV (Digiteach)

Is ídir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 00697S
Cuir Iarratas Chuig: St. Brigid's N.S.
Beechpark Lawn
Castleknock
Castleknock
D15 P820
Contae: Baile Átha Cliath
Ceantar Poist: Dublin 15
Ceisteanna Chuig: secretaryapplications@saintbrigids.ie
Suíomh Grádasáin: <https://www.saintbrigids.ie>

Is ag IPPN atá an cúlpeacht i dtaca leis an fhaisnéis san fhógra seo agus dá anann IPPN á a cheadú le haghaidh áise ag cuardaitheoir post amháin. Níl fáil idir an fhaisnéis atá ann a áosláil, a chéipeáil ná a áiseid chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fógraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.