

ID FÃ©GRA 230514

RÃ©naÃ©

St Annes NS

St Anne's National School Ardclough W23 H330
<https://www.stannesardclough.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas: DÃ©ghnÃ©mhaithe
LeibhÃ©al: Bunscoil
DÃ©ta PostÃ©ilte: Aoine MÃ©rta 14 2025 10:53:20
SpriocdhÃ©ta le haghaidh larratas: Aoine MÃ©rta 28 2025
DÃ©ta Tosaithe: Luan Aib 28 2025
StÃ©idas an Phoist: Buan
LÃ©on na bhFolÃ©ntas: 1

SONRAÃ© SCOILE

CineÃ©il Scoile: PrÃ©omhshruith le Ranganna Speisialta
StruchtÃ©r na Scoile: Ingearach
Inscne: Comhoideachas
PÃ©trÃ©nacht na Scoile: Caitliceach
LÃ©on IomlÃ©in na mBall 21
Foirne MÃ©nteoireachta:
Rolla Reatha: 351
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©adfad 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©nteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

The Board of Management of St. Anne's National School is seeking a full-time Secretary to work in our welcoming and inclusive school. St. Anne's National School is a rural, co-educational primary school in the Diocese of Kildare and Leighlin.

This is a full-time, permanent position for 30 hours per week. This position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6-month probationary period. This position will be subject to the terms of circulars 0036/2022, 007/2024 and 0078/2024. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The Department of Education may consider work experience held in other relevant settings. The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

Essential Personal Qualities:

- Demonstrate an ability to work on own initiative and also to work as part of a team.
- Excellent interpersonal skills and demonstrate an ability to work with all members of the school community.
- Demonstrate an 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 and open to new skills/ challenges.
- Proactive in identifying improvements to ensure smooth systems and procedures.

• Positive outlook and willingness to contribute to overall school development.

Essential Skills & Experience:

- Administrative skills and general office experience.
- Proficiency in email, Microsoft applications and excellent typing skills.
- Experience working in a busy office environment.
- Excellent interpersonal skills, including oral and written communication skills.
- Excellent organisational skills, ensuring good record-keeping and adherence to school procedures & policies.
- Familiarity with school systems (e.g Aladdin) and with the management of school finances, book-keeping and on-line payment systems.
- Knowledge of GDPR & Data Protection requirements.

Key Duties & Responsibilities:

- Acting as the first point of contact for visitors to our school, in a friendly and competent manner.
- Managing school correspondence and communication (post, email and telephone etc.) including liaising with parents, staff, pupils, service providers, school suppliers, Parent Support Group and visitors.
- Maintaining financial records and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Online Claims System (OLCS), Pupil Online Database (POD), school website and Aladdin.
- General school admin, office management, procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the Principal or Deputy Principal.
- Booking venues, buses etc. and making necessary arrangements for school trips etc.
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection and reporting any concerns to the relevant person.

Please include the following:

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

RIACHTANAIS IARRATAIS

- Litir Iarratais
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

| | |
|----------------------|---|
| Uimhir Rolla: | 17674B |
| Cuir Iarratas Chuig: | recruitment@stannesardclough.ie |
| Contae: | Cill Dara |
| Ceisteanna Chuig: | office@stannesardclough.ie |
| Suíomh Grádasáin: | https://www.stannesardclough.ie |

Is ag IPPN atá an cás ipheart i dtaca leis an fhaisnéis san fhásgra seo agus dá anann IPPN á cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áoslá d áil, a chásipe áil n á a á sáid chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earca áochta agus fá sgráochta eile, gan cead sainráite i scrábhinn a fháil roimh r á s IPPN.