

ID FÃ©GRA 231848

RÃ©naÃ©

Coolmeen NS

Coolmeen Kilmurry McMahon Kilrush V15 KR50
<https://www.coolmeenns.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©mhaithe
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	MÃ©irt Aib 8 2025
SpriocdhÃ©ta le haghaidh larratas:	MÃ©irt Aib 29 2025
DÃ©ta Tosaithe:	Luan Beal 19 2025
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©n na mBall	2
Foirne MÃ©inteoireachta:	
Rolla Reatha:	17
Scoil Droichead:	NÃ©il

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Coolmeen National School invites applications for the position of secretary consisting of 18 hours per week across Monday to Friday.
The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service. The successful candidate will be an integral part of the school community and will be required to manage the school office in a welcoming, professional and discreet manner.

The successful candidate will have:

- â?¢ excellent interpersonal and communication skills
- â?¢ administrative skills to support the management of school
- â?¢ proficiency in ICT including typing, use of Google and Microsoft applications
- â?¢ excellent organisational and planning skills
- â?¢ ability to plan and work on own initiative along with the ability to work in a team environment with the Principal and other school staff
- â?¢ a commitment to maintaining confidentiality
- â?¢ flexibility consistent with the nature of the job
- â?¢ familiarity with GDPR and data protection requirements
- â?¢ familiarity with POD, OLCS and Aladdin systems would be desirable
- â?¢ previous secretarial experience desirable
- â?¢ financial administration experience desirable

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

To apply for the position, send a CV and letter of application, including the names, roles and contact details of three referees, by post only, to;
Chairperson BoM, Coolmeen NS, Coolmeen, Kilmurry McMahon, Kilrush, Co. Clare. V15 KR50.
Please write "Secretary Application" on the outside of the envelope.

Closing date for application: Tuesday 29th April at 3pm.

Queries regarding the position may be emailed to coolmeenns@gmail.com.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	126331
Cuir Iarratas Chuig:	Chairperson BoM, Coolmeen, Kilmurry McMahon, Kilrush, Co. Clare. V15 KR50
Contae:	An Clár
Ceisteanna Chuig:	coolmeenns@gmail.com
Suíomh Grádasáin:	https://www.coolmeenns.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadáil le haghaidh áisíde ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil níl 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.