

#### **ID FÃ?GRA 234114**

# RúnaÃ

#### St Marys NS

Collinstown Mullingar N91HEEE3 https://www.stmaryscollinstownns.ie/

### PRÕOMHSHONRAÕ

**Stádas:** DÃghnÃomhaithe

Leibhéal: Bunscoil

Dáta Postáilte: Luan Beal 12 2025

Spriocdháta le haghaidh larratas: Luan Beal 26 2025

Dáta Tosaithe: Céad Lðn 27 2025

Stádas an Phoist:BuanLÃon na bhFolúntas:1

#### SONRAÕ SCOILE

CineáI Scoile: PrÃomhshruth le Ranganna Speisialta

Struchtúr na Scoile:IngearachInscne:ComhoideachasPátrúnacht na Scoile:Caitliceach

LÃon IomIán na mBall Foirne Múinteoireachta: 11 Rolla Reatha: 170 Scoil Droichead: Tá

### SONRAÕ AN PHOIST

## **Eolas Breise:**

The Board of Management of St. Mary's N.S invites applications for the position of secretary.

The ideal candidate would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience in an educational environment.

Knowledge of online school school databases e.g Aladdin, OLCS and POD systems Excellent office, administrative and organisational skills, ensuring good - record keeping and adherence to school procedures and policies.

Competency in maintaining financial accounts, including wages, budgets, on line payment systems, procurement and monthly financial reports.

A high level of proficiency in I.T. and the use of Google Drive and other online applications. The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling and organising events etc.

Willingness to plan and work efficiently on own initiative and show flexibility consistent with the nature of the job.

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

Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality. The candidate should be hardworking, reliable, flexible, enthusiastic and professional.

This role is school based. Monday - Friday 25 hours per week and is subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

The above job description is not exhaustive. Shortlisting will apply, and those shortlisted will be called for an interview. The position is subject to a 12 month probation period.

#### RIACHTANAIS IARRATAIS

- TÃ<sub>i</sub> sé riachtanach go mbeadh Dearbhú Reachtúil bailà ag an duine a cheapfar agus go gcomhlánódh siad an Fhoirm Ghealltanais.
- Litir larratais
- Réiteoirà (ainm, ról, uimhir theagmhála.)
- CV (Digiteach)

Is féidir iarratais a chur isteach trÃ

RÃomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla: 16868J

Cuir Iarratas Chuig: Chairperson BOM Fr. Martin Carley

School Roll number 16868J principalcollinstownns@gmail.com

Contae: An larmhÃ

Ceisteanna Chuig: principalcollinstownns@gmail.com
SuÃomh Gréasáin: https://www.stmaryscollinstownns.ie/

Is ag IPPN atá an cóipcheart i dtaca leis an fhaisnéis san fhógra seo agus dÃ⊚anann IPPN à a cheadÃ⁰nú le haghaidh Ã⁰sáide ag cuardaitheoirà post amháin. Nà féidir an fhaisnéis atá ann a Ãoslódáil, a chóipeáil ná a úsáid chun crÃocha ar bith eile, lena n-áirÃtear a macasamhlÃ⁰ ar shuÃomhanna gréasáin earcaÃochta agus fógraÃochta eile, gan cead sainráite i scrÃbhinn a fháil roimh ré ó IPPN.