

ID FÃ©GRA 234657

## RÃ©naÃ©

## Kilmovee NS

Kilmovee, Ballaghaderreen F45 R650  
<https://kilmoveens.com>

## PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Aoine Beal 16 2025 13:14:55
SpriocdhÃ©ta le haghaidh larratas:	Aoine Beal 30 2025
DÃ©ta Tosaithe:	CÃ©ad LÃ©n 27 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
RangÃ©:	DEIS Tuaithe
LÃ©on lomiÃ©n na mBall	4
Foirne MÃ©inteoireachta:	52
Rolla Reatha:	NÃ©

## SONRAÃ© AN PHOIST

## PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©nach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfadh 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©inteora agus fad na scoilbhliana do phoist CRS).

## Eolas Breise:

## Shared Secretary Position

This is a full-time position of 25 hours per week. 15 hours will be in Kilmovee NS and 10 hours will be in Kilkelly NS. This position is for 52 weeks of the year and holidays must be taken during school closures. The candidate will hold a separate contract in both schools. This position will be subject to the terms and conditions of DES Circular 0036/22. The position is subject to a 6 months probationary period in each school. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting.

The agreed general working pattern for the position will be every Monday and Wednesday and Friday in Kilmovee NS and every Tuesday and Thursday in Kilkelly NS. This arrangement is subject to change based on the discretion of management and schools' requirements.

The eircode for Kilkelly NS is F35P650

The eircode for Kilmovee NS is F45 R650

## Essential Personal Qualities

Ã©? Demonstrate an ability to multi-task, prioritise, work under pressure and achieve deadlines.

Ã©? Reliability, trustworthiness and strict adherence to confidentiality

Ã©? Flexible and adaptable to the needs of both schools and open to new skills/challenges

Ã©? Positive outlook, ability to work on own initiative and willingness to contribute to overall school development

Responsibilities include but not limited to:

• General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school event e.g. booking venues/buses, liaising with providers and suppliers

• Carrying out administrative duties assigned by the Principal and Deputy Principal.

• Working closely with the Principal, staff and parents in a professional manner

• Maintaining financial records and managing on-line payments

• Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD). Training provided as necessary

• Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection

Essential Skills and Experience:

• Administrative skills and experience of working in a busy office environment

• Proficiency in email, Google applications, Microsoft applications to include excel and good typing skills

• Familiarity of book-keeping and online payments to manage school finances

• Good record-keeping and knowledge of school applications e.g. Aladdin, OLCS and POD

• Excellent interpersonal skills, including oral and written communication skills

Closing date for applications will be 5pm on 30th May at 17:00. Late applications will not be considered for short listing.

Postal applications only

This position is advertised on Educationposts.ie for both schools. Candidates must apply to the address listed below. One application will suffice.

## RIACHTANAIS IARRATAIS

- CV (Ceangailte)
- Litir Iarratais
- RÃ©iteoirÃ© (ainm, rÃ©, uimhir theagmhÃ©la.)
- CÃ©ip de Theastais, DioplÃ©maÃ©, CÃ©imeanna

Is fÃ©idir iarratais a chur isteach trÃ©

- Litir

## CUIR IARRATAS ISTEACH AR AN bhFOLÃ©NTAS SEO

**Uimhir Rolla:** 13080V

**Cuir Iarratas Chuig:** Chairperson,  
Kilmovee NS and Kilkelly NS,  
The Presbytery  
Kilmovee,  
Ballaghaderreen  
County Mayo  
F45 WV97

**Contae:** Maigh Eo

**Ceisteanna Chuig:** [kilmoveens1@gmail.com](mailto:kilmoveens1@gmail.com)

**SuÃ©omh GrÃ©asÃ©in:** <https://kilmoveens.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©jide 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©jid 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.