

ID FÃ©GRA 235423

RÃ°naÃ°

Ceann Eitigh NS

The Walk Kinnitty Birr

PRÃ°OMHSHONRAÃ°

StÃ°das:	DÃ°ghnÃ°mhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	DÃ°ar Beal 29 2025
SpriocdhÃ°ta le haghaidh larratas:	Aoine Meith 13 2025
DÃ°ta Tosaithe:	Luan MFÃ°mh 1 2025
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°itrÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°n na mBall	8
Foirne MÃ°inteoireachta:	138
Rolla Reatha:	TÃ°
Scoil Droichead:	

SONRAÃ° AN PHOIST

Eolas Breise:

The Board of Management of Ceann Eitigh NS/Kinnitty NS invites applications for the position of School Secretary in our busy, vibrant and welcoming school.

Position Details:

Initial Hours: 15 hours
likely to increase to 18.5 hours.

Role Overview

The School Secretary is an integral part of the school community. The role requires managing the office in a welcoming, professional, and efficient manner.

Essential Qualities and Experience:

Discreet and trustworthy
Experience in office management and administration
Experience within an educational setting is desirable but not essential

Key Responsibilities (Please note, this is not an exhaustive list):

Serve as a warm and welcoming presence at the front office
Work closely with staff team
Exhibit a positive attitude towards learning and growth
Demonstrate the ability to work on own initiative
Maintain a calm and professional demeanor when dealing with parents, children, and staff
Communicate fluently in English, both orally and in writing, with the wider school community
Be highly organised with great attention to detail
Proficient in Google Apps (e.g., Google Drive, Google Docs)
Proficient in Microsoft Office, including Excel

Familiarity with basic accounting and financial management, or an aptitude for learning about these skills
Flexible and adaptable to the needs of the school
Experience in maintaining office equipment and liaising with service providers and suppliers
Carry out administrative duties assigned by the Principal
Assist in organising school events (e.g., booking venues/buses, liaising with providers and suppliers, setting up rooms)
Maintain records of staff leave and support the substitute cover process
Organize and maintain school database systems such as Aladdin, Online Claims System (OLCS), and Pupil Online Data (POD). Training will be provided as necessary.
Ensure awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, and GDPR/Data Protection

Further Information:

Applications must be submitted via email only to:
Chairperson of the Board of Management at vacancies@kinnittyns.ie

References: A minimum of two referees are required; 3-4 is preferable
The appointment is subject to Garda vetting.
The successful candidate is required to undertake Tusla Child Protection training.
An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.
The position will be subject to the terms of all relevant department circulars.

The successful applicant must be available for training prior to starting.

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh Dearbhá° Reachtaíil baili ag an duine a cheapfar agus go gcomhláínádh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fáidir iarratais a chur isteach trá

- Rómhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	16802C
Cuir Iarratas Chuig:	The Chairperson of the Board of Management vacancies@kinnittyns.ie
Contae:	Uábh Fhaili
Ceisteanna Chuig:	info@kinnittyns.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dáanann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Ná fáidir an fhaisnéis atá ann a áoslá dail, a cháipeáil ná a á sáid chun críocha ar bith eile, lena n-á jirítear a macasamhlá ar shuíomhanna gráasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rá á IPPN.