

ID FÃ©GRA 236085

## RÃ°naÃ°

## Tinryland NS

Tinryland Carlow R93TR98  
<https://www.tinrylandns.ie>



## PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	MÃ°irt Meith 3 2025
SpriocdhÃ°ta le haghaidh larratas:	Aoine Meith 20 2025
DÃ°ta Tosaithe:	MÃ°irt LÃ°n 19 2025
StÃ°das an Phoist:	Buan
LÃ°n na bhFolÃ°ntas:	1

## SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruith le Ranganna Speisialta
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°n IomlÃ°n na mBall	14
Foirne MÃ°inteoireachta:	
Rolla Reatha:	222
Scoil Droichead:	TÃ°

## 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°fthÃ°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:

The Board of Management of Tinryland NS invites applications for the position of school secretary . This is a full-time, permanent position working for 28 hours per week, Monday- Friday.

The position will be subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries and Circulars 007/2024 & 0078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary. The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

The school secretary is an integral part of the school community, working closely with the school principal. He/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The successful candidate will have/demonstrate :

â?¢ Excellent interpersonal and communication skills, both oral and written.

â?¢ Strong organisational skills and excellent attention to detail.

â?¢ Excellent IT skills.

â?¢ An ability to maintain records of school finances including cash collections, bank payments, and entering and reconciling payments on school system.

• Reliability, trustworthiness and strict adherence to confidentiality.  
• Maintenance of records of staff leave and supporting substitute cover process.  
• Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection.  
• Flexibility and adaptability to the needs of the school.  
• Ability to work on own initiative.

It would be highly desirable ( but not essential) for the candidate to have knowledge and experience in using some or all of the following: Online Claims System ( OLCS ) , Pupil Online Database ( POD ) , Aladdin, School Accounting and FSSU accounting templates .  
Shortlisting will apply and those shortlisted will be called for an interview . This position is subject to a 12- month probationary period.  
The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Safeguarding training.

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, rár, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

## CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

<b>Uimhir Rolla:</b>	16938E
<b>Cuir iarratas Chuig:</b>	tinrylandnsposts@gmail.com
	****Please type SECRETARY In the subject line ****
<b>Contae:</b>	Ceatharlach
<b>Ceisteanna Chuig:</b>	<a href="mailto:tinrylandns1@gmail.com">tinrylandns1@gmail.com</a>
<b>Suíomh Grádasáin:</b>	<a href="https://www.tinrylandns.ie">https://www.tinrylandns.ie</a>

Is ag IPPN atá an cásipheart i dtaca leis an fhaisnéis san fhásgra seo agus dá anann IPPN á a cheadá n le haghaidh áisáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áoslá d áil, a chásipeáil n á a áisáid chun críoche ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fásgaíochta eile, gan cead sainráite i scrábhinn a fháil roimh r á á IPPN.