

ID FÃ©GRA 237123

RÃ°naÃ°

Scoil Ui Riada

Scoil Ui Riada The Bawnogue Kilcock W23 KNW8
<https://www.scoiluiriada.ie>

PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	Aoine Meith 6 2025
SpriocdhÃ°ta le haghaidh larratas:	Aoine Meith 20 2025
DÃ°ta Tosaithe:	Luan Meith 30 2025
StÃ°das an Phoist:	Buan
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
RangÃ°:	Gaelscoil
LÃ°on lomiÃ°n na mBall	30
Foirne MÃ°inteoireachta:	487
Rolla Reatha:	TÃ°
Scoil Droichead:	Gaelscoil

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°fÃ°adfad 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:

Is bunscoil mhÃ°r Ã° Scoil UÃ° Riada, faoi phÃ°itrÃ°nacht dheoise Chill Dara agus Leighlin. TÃ° SUR (Gaelscoil mhÃ°r, chuimsitheach agus dea-fheistithe) ag lorg rÃ°naÃ° dÃ°ograiseach, tiomanta agus fuinniÃ°il chun a bheith pÃ°irteach lenÃ°jr bhfoireann.

Is mian le Bord BainistÃ°ochta na scoile fÃ°ilte a chur roimh iarratais don phost seo mar rÃ°naÃ°. Beidh sÃ°rscileanna cumarsÃ°ide, ceannaireachta, teanga agus teicneolaÃ°ochta ag an tÃ° a cheapfar.

Cuirfear fÃ°ilte roimh iarrathÃ°irÃ° lÃ°ofa le h-ard chaighdeÃ°n Gaeilge scrÃ°ofa agus labhartha cur isteach ar an bpost seo.

The Board of Management of Scoil UÃ° Riada invites applications for the full time position of School Secretary in our vibrant and welcoming school.

Role Overview

The School Secretary is an integral part of the school community, working closely with the school principal. 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 and support the Principal

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 as Gaeilge/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 (liaising with â??School Accountingâ??)

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)

Maintain records of staff leave and support the substitute cover process

Organise 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 elaine@scoiluiriada.ie

Final appointment is subject to a 6-month probation period and sanction by the Department of Education

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:

Circular 0036/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries

Circular 007/2024: Leave Entitlements for School Secretaries

Circular 0078/2024: Revision of Salaries for School Secretaries Previously Grant Funded

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

APPLICATION REQUIREMENTS

Letter of Application

Referees (name, role, contact no.)

CV (Digital)

RIACHTANAIS IARRATAIS

- Litir Iarratais
- R  iteoir   (ainm, r   , uimhir theagmh  la.)
- CV (Digiteach)

Is f  idir iarratais a chur isteach tr  

- R  omhphost
- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla: 198971
Cuir iarratas Chuig: An Príomhoide/ An Cathaoirleach
Scoil Uí Riada
The Bawnogue
Kilcock
W23 KNW8
Contae: Cill Dara
Ceisteanna Chuig: elaine@scoiluiriada.ie
Suíomh Grádasáin: <https://www.scoiluiriada.ie>
Tuilleadh Eolais: <https://www.scoiluiriada.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhásgra seo agus d'anann IPPN a cheadú le haghaidh áise ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosláil, a chéipeáil níl a áise chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fásgaíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.