

ID FÃ©GRA 240591

RÃ©naÃ©

Jonathan Swift NS

Dunlavin Co. Wicklow Dunlavin W91Y9DY
<https://gmail.com>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	DÃ©ar IÃ©il 3 2025
SpriocdhÃ©ta le haghaidh larratas:	Aoine IÃ©il 18 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©l Scoile:	PrÃ©mhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Eaglais na hÃ©ireann
RangÃ©:	DEIS Tuaithe
LÃ©on lomlÃ©n na mBall	2
Foirne MÃ©inteoireachta:	42
Rolla Reatha:	NÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Jonathan Swift NS invites applications for the position of school secretary. This is a part-time position (14 hours) and is subject to the Department of Education Circular 36/2022 "Revision of salaries and Annual Leave Arrangements for School Secretaries". The entry level for this role is on the first point on the pay scale unless the successful candidate has previous experience working as a school secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and other related training as deemed appropriate by the BOM.

This position is subject to a six-month probationary period.

The successful candidate will be an integral part of the school community working closely with the Principal, staff and BOM and will manage the school office in a professional, discreet, confidential and efficient manner.

Essential Skills and Knowledge required-

- * Reliability, trustworthiness and strict adherence to confidentiality in all school matters
 - * A clear understanding and adherence to GDPR and Data Protection
 - * Excellent interpersonal and communication skills-oral and written
- Excellent IT skills
- * Administrative and secretarial skills to include typing and filing
 - * Be flexible and adaptable to the needs of the school
 - * Experience in a similar role is advantageous

Responsibilities include but are not limited to-

- * General secretarial and administrative duties consistent with the role of school secretary
- * Meticulous management of school databases and filing systems to include Aladdin, OLCS,

POD, Payroll etc.

- * Maintaining records of contracts, staff leave and recording of staff substitution
- * Maintaining record of school finances, bank payments and lodgements
- * Assisting the Principal/Accountant/Treasurer of the BOM in maintaining all financial records, FSSU monthly reports and managing payments
- * Liaising with representatives of service providers, suppliers, school users, the Dept of Education, outside agencies and visitors.
- * Carrying out other duties assigned by the Principal/BOM and related to the post of school secretary including new initiatives and future developments of the school and/or Dept of Education.

Names and contact phone number for three professional referees should be included

Applications must be submitted by post only

Please include a current email address, as invitations will issue via e mail.

RIACHTANAIS IARRATAIS

- CV (Ceangailte)
- Litir Iarratais
- RÁiteoir (ainm, rÁ, uimhir theagmhÁla.)

Is fÁidir iarratais a chur isteach trÁ

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	14269A
Cuir Iarratas Chuig:	Chairperson of the Board of Management Jonathan swift NS Dunlavin Co. Wicklow Dunlavin W91Y9DY
Contae:	Cill MhantÁin
Ceisteanna Chuig:	jswiftns@gmail.com
SuÁomh GrÁasÁin:	https://gmail.com

Is ag IPPN atÁ an cÁipcheart i dtaca leis an fhaisnÁis san fhÁgra seo agus dÁanann IPPN Á a cheadÁnÁ le haghaidh ÁsÁjide ag cuardaitheoirÁ post amhÁin. NÁ fÁidir an fhaisnÁis atÁ ann a ÁoslÁdÁil, a chÁipeÁil nÁ a ÁsÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ ar shuÁomhanna grÁasÁin earcaÁochta agus fÁgraÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁil roimh rÁ Á IPPN.