

ID FÃ©GRA 241275

RÃ©naÃ©

Lumcloon NS

Lumcloon Cloghan Birr R42 Y744
<https://www.lumcloon.net>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	DÃ©ar IÃ©il 17 2025
SpriocdhÃ©ta le haghaidh larratas:	Aoine LÃ©n 8 2025
DÃ©ta Tosaithe:	Luan MFÃ©mh 8 2025
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©l Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©n na mBall	6
Foirne MÃ©inteoireachta:	
Rolla Reatha:	35
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a IÃ©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:

The Board of Management of Lumcloon NS invites applications for the position of Part-Time School Secretary.

Position Details:

- Contract Type: Part-Time â?? 17.5 hours per week
- Salary & Conditions: In line with Circular 0036/2022 â?? entry point on the scale unless the successful candidate has prior experience as a School Secretary.
- Start Date: 8th September 2025

The Role:

The successful candidate will provide key administrative and secretarial support to the Principal and school staff, and will manage the school office in a warm, professional, and confidential manner. This role requires a highly organised and flexible individual with strong interpersonal skills and administrative experience.

This appointment is subject to:

- Garda Vetting
- A probationary period
- Medmark Assessment
- Completion of TUSLA Child Protection Training

Full induction will be provided.

Main Responsibilities:

- Acting as the first point of contact for visitors and calls to the school
- Communicating professionally with staff, parents, pupils and external stakeholders
- Managing school databases and filing systems (e.g. Databiz, OLCS, POD, Revenue)
- Coordinating correspondence, email and post in a timely and confidential manner
- Supporting school financial administration including online payments, FSSU reporting, invoicing and record-keeping
- Assisting the Principal and Treasurer with payroll processes and monthly accounts
- Maintaining records of staff leave and organising substitute cover
- Operating office equipment and managing school and office supplies
- Upholding the school's policies, including compliance with GDPR and data protection regulations.

Essential Criteria:

- Excellent communication and interpersonal skills (oral and written)
- Strong administrative and organisational skills
- Proficiency in ICT (e.g. Microsoft Office, email, spreadsheets)
- Ability to work on your own initiative and as part of a team
- High level of discretion, trustworthiness, and confidentiality
- Flexibility and adaptability to school needs
- Knowledge of GDPR & data protection requirements

Desirable (but not essential) Experience:

- Experience working in a school setting
- Familiarity with school systems such as Databiz, POD, OLCS, FSSU templates, and TUSLA returns

Please submit your CV and cover letter outlining your suitability for the role to principal@lumcloonns.ie

Lumcloon NS is an equal opportunities employer and is committed to creating a safe and respectful environment where every member of the school community is valued. Candidates are expected to support and respect the Catholic ethos of the school.

RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ©iteoirÃ© (ainm, rÃ©il, uimhir theagmhÃ©ila.)
- CV (Digiteach)

Is fÃ©idir iarratais a chur isteach trÃ©

- RÃ©omhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ©NTAS SEO

Uimhir Rolla:	18777Q
Cuir Iarratas Chuig:	Lumcloon Cloghan Birr R42 Y744
Contae:	UÃ©bh FhailÃ©
Ceisteanna Chuig:	principal@lumcloonns.ie
SuÃ©omh GrÃ©asÃ©in:	https://www.lumcloon.net

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©ide 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©id chun crÃ©ocha ar bith eile, lena n-Ã©jirÃ©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.