

ID FÃ©GRA 242070

RÃ©naÃ©

S.N. Baile An Fhasaigh

Ballyfacey N.S. Ballyfacey Glenmore Co. Kilkenny X91C439
<https://www.ballyfaceyns.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	CÃ©ad IÃ©il 30 2025
SpriocdhÃ©ta le haghaidh larratas:	DÃ©ar LÃ©n 14 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©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©n na mBall	4
Foirne MÃ©inteoireachta:	
Rolla Reatha:	53
Scoil Droichead:	NÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©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 Ballyfacey National School invites applications for the position of school secretary. This is a part-time position (currently 5 hours a week) and is subject to the terms of Circular 0036/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry-level for this role is on the first point of the scale, unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training.

This position is subject to a six month probationary period.

The School Secretary is an integral part of the school community, working closely with the School Principal, and will manage the school office in a welcoming, professional, and discreet manner.

This position requires experience in office management and administration and experience within an educational setting is preferable.

The successful candidate will ideally have:

• Excellent interpersonal and communication skills (both oral and written)

• Administrative and secretarial skills

- Proficiency in ICT including word processing, spreadsheets, email etc.
- Knowledge of GDPR & Data Protection requirements
- Excellent organisational skills, ensuring good record-keeping, filing (electronically) and adherence to school procedures & policies.
- The ability to work on own initiative and as part of a team.
- Reliability, trustworthiness and strict adherence to confidentiality.
- Flexibility and adaptability to the needs of the school.
- Knowledge in operating and maintaining a school online banking and payment system.

It would be desirable (but not essential) for the candidate to have knowledge and experience in using some or all of the following; Aladdin, POD, OLCS, School Accounting, Microsoft Office, TUSLA returns and other school applications such as Thesaurus Payroll.

Key Duties & Responsibilities:

Responsibilities include but are not limited to:

- Working in close co-operation with the Principal, Deputy Principal and school staff.
- Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- General secretarial and administrative duties consistent with the role of school.
- Liaison with representatives of service providers, suppliers, school users and visitors.
- Managing school correspondence with professionalism and confidentiality.
- Organising, maintaining and updating school website and databases, and filing systems to include ALADDIN, OLCS, POD, Revenue and payroll systems.
- Maintaining records of school finances including cash collections, bank payments and entering & reconciling all payments on accounting system.
- Maintenance of records of staff leave and supporting substitute cover process.
- Maintenance of office supplies and operation of all office machines/devices.
- Ordering and maintaining first aid, bathroom & sanitary supplies for the school.
- Assisting the Treasurer in maintaining all financial records.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Assisting with booking school events including booking courses, venues, buses etc. and making necessary arrangements for school trips, meetings, etc.
- Carrying out relevant training, as requested or required.
- Carrying out other duties assigned by the Principal and related to the post of school secretary, including new initiatives and future developments of the school and/or Dept. of Education.

This list is not exhaustive and the successful candidate will need to be flexible and adaptable to meet the needs of the school and the changing nature of the role.

How To Apply:

- By post or email.
- Interested candidates should submit a cover letter and a CV outlining relevant experience to the Chairperson of the Board of Management by post or email by 3pm Thursday August 14th.
- If applying by post, the postal address is The Principal, Ballyfacey N.S., Glenmore, Co. Kilkenny, X91 C439.
- If emailing, you can attach your cover letter or just send it as the main body of the email. Please attach your CV to the email application.
- Feel free to include any relevant qualifications, course certificates etc.
- Please include contact details for any relevant referees in your CV. Shortlisted candidates will be invited for an interview. Ballyfacey NS is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory reference checks and Garda vetting.

RIACHTANAIS IARRATAIS

- Litir iarratais
- Ráiteoir (ainm, rár, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáidir iarratais a chur isteach trá

- RÃomhphost
- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

Uimhir Rolla: 18257N
Cuir iarratas Chuig: Ballyfacey N.S.
Ballyfacey
Glenmore
Co. Kilkenny
X91C439

or by email to ballyfaceyns@gmail.com
Contae: Cill Chainnigh
Ceisteanna Chuig: ballyfaceyns@gmail.com
SuÃomh GrÃasÃjin: <https://www.ballyfaceyns.ie>

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;jide ag cuardaitheoirÃ; post amhÃ;jin. NÃ; fÃ;idir an fhaisnÃ;is atÃ; ann a Ã;oslÃ;dÃ;jil, a chÃ;ipeÃ;jil nÃ; a Ã;sÃ;jid chun crÃ;ocha ar bith eile, lena n-Ã;jirÃ;tear a macasamhlÃ; ar shuÃ;omhanna grÃ;asÃ;jin earcaÃ;ochta agus fÃ;graÃ;ochta eile, gan cead sainrÃ;jite i scrÃ;bhinn a fhÃ;jil roimh rÃ; Ã; IPPN.