

ID FÃ©GRA 242642

RÃºnaÃ

Scoil Mhuire agus Bharra

Summerhill Bantry P75XE75

PRÃ©OMHSHONRAÃ

StÃ¡das:	GnÃomhach
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	DÃ©ar LÃºn 7 2025
SpriocdhÃ¡ta le haghaidh larratas:	DÃ©ar LÃºn 21 2025
DÃ¡ta Tosaithe:	CÃ©ad DFÃ©mh 1 2025
StÃ¡das an Phoist:	Buan
LÃºn na bhFolÃºntas:	1

SONRAÃ© SCOILE

CineÃ¡l Scoile:	PrÃ©omhshruth le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ¡trÃ©nacht na Scoile:	Caitliceach
LÃºn IomlÃ¡n na mBall	28
Foirne MÃ©inteoireachta:	343
Rolla Reatha:	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 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 Scoil Mhuire agus Bharra, Bantry, is seeking a secretary to work in the busy office of our warm and welcoming school. This key role at the heart of our school demands a high level of professionalism, flexibility, and initiative, working alongside the Principal and Deputy Principal to ensure the smooth running of the school.

This on-site role is for 30 hours per week over 5 days.

The position is permanent, subject to a three-month probationary period.

The successful applicant will be recruited in line with the terms and conditions as set out in Circular 36/2022 and Circular 007 of 2024 (Entitlement Leave for School Secretaries).

Essential Personal Qualities

- â?¢ Excellent interpersonal skills and ability to engage with all members of the school community
- â?¢ Ability to work on one's own initiative and also as part of a team
- â?¢ Strong multitasking skills with the ability to prioritise, work under pressure, and meet deadlines
- â?¢ Reliability, trustworthiness, and strict adherence to confidentiality
- â?¢ Flexibility and adaptability to meet the evolving needs of the school
- â?¢ Proactive in identifying improvements to ensure smooth systems and procedures
- â?¢ A positive outlook and a willingness to contribute to the overall development of the school

Essential Skills and Experience

- â?¢ Strong administrative skills and general office experience, including day-to-day accounts

- Proficiency in Microsoft Office applications and excellent typing skills
- Experience working in a busy reception or front-office environment
- Excellent oral and written communication skills
- Outstanding organisational skills, with a focus on accurate record keeping and adherence to school procedures and policies
- Awareness of GDPR and data protection requirements (desirable)

Key Duties and Responsibilities

- Acting as the first point of contact for visitors in a friendly and competent manner
- Managing school correspondence and communication (post, email, and telephone)
- Maintaining financial records and managing online payments
- Updating, managing, and storing school records in compliance with GDPR and other regulatory requirements
- Administration of the school enrolment process
- Assisting with drafting and presentation of school documents
- General school administration and office management
- Maintenance of school and office supplies, procurement, and organisation of school events and activities
- Liaising with service providers and suppliers
- Other duties as allocated by the Principal or Deputy Principal

RIACHTANAIS IARRATAIS

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

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

- R  omhphost

CUIR IARRATAS ISTEACH AR AN bhFOL  NTAS SEO

Uimhir Rolla:	20587A
Cuir Iarratas Chuig:	principal@olomns.ie
Contae:	Corcaigh
Ceisteanna Chuig:	principal@olomns.ie

Is ag IPPN at   an c  ipcheart i dtaca leis an fhaisn  is san fh  gra seo agus d  anann IPPN    a chead  n   le haghaidh   s  jide ag cuardaitheoir   post amh  in. N   f  idir an fhaisn  is at   ann a   osl  d  il, a ch  ipe  il n   a   s  jid chun cr  cha ar bith eile, lena n-  ir  tear a macasamhl   ar shu  mhanna gr  as  in earca  ochta agus f  gra  ochta eile, gan cead sainr  jite i scr  bhinn a fh  il roimh r      IPPN.