

ID FÃ©GRA 242880

RÃ©naÃ©

Monageer NS

Ballysimon Monageer Enniscorthy y21tr52

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	Luan LÃ©n 11 2025
SpriocdhÃ©ta le haghaidh larratas:	Luan LÃ©n 25 2025
DÃ©ta Tosaithe:	Luan MFÃ©mh 15 2025
StÃ©das an Phoist:	TÃ©arma Seasta
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall	7
Foirne MÃ©inteoireachta:	130
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 Monageer NS invites applications for the position of job-share partner in the role of school secretary. This is a one year fixed term contract (3 days one week/2days the next - Mondays & Tuesdays and every other Wednesday) 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.

The ideal candidate should be reliable, flexible and willing to learn on the job. They would also have the ability to work on oneÃ©s own initiative and the ability to work in a team environment

Essential Skills and Knowledge required-

- * Reliability, trustworthiness and strict adherence to confidentiality in all school matters
- * Competency in maintaining financial accounts, online payment systems, and monthly financial

reports.

- * A clear understanding and adherence to GDPR and Data Protection
- * Excellent interpersonal and communication skills-oral and written

Excellent IT skills

- * A high level of proficiency in ICT and the use of Google Drive/ Office 365 and other online applications.
- * Be flexible and adaptable to the needs of the school
- * Experience in a similar role is advantageous
- * Knowledge of online databases (e.g., Aladdin, Payroll Systems, POD & OLCS systems).

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 financial accounts, online payment systems, and monthly financial reports.
- * 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.

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

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

Applications must be submitted by email only.

Shortlisting will apply, and those shortlisted will be called for an interview. Invitations will issue via e mail.

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh Dearbh@ Reacht@il bail@ ag an duine a cheapfar agus go gcomhl@n@d dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- R@iteoir@ (ainm, r@l, uimhir theagmh@la.)
- C@p de Theastais, Diopl@ma, C@imeanna
- CV (Digiteach)

Is f@idir iarratais a chur isteach tr@

- R@omhphost

CUIR IARRATAS ISTEACH AR AN bhFOL@NTAS SEO

Uimhir Rolla: 18308E
Cuir Iarratas Chuig: Chairperson
vacancies@monageerns.ie

Please ensure that your name and secretary application is in the subject line.

Contae: Loch Garman
Ceisteanna Chuig: principal@monageerns.ie

Is ag IPPN at@ an c@pcheart 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@jin. N@ f@idir an fhaisn@is at@ ann a @osl@d@jil, a ch@ipe@jil n@ a @s@jid chun cr@ocha ar bith eile, lena n-@jir@tear a macasamhl@ ar shu@omhanna gr@as@jin earca@ochta agus f@gra@ochta eile, gan cead sainr@jite i scr@bhinn a fh@jil roimh r@ @ IPPN.