

ID FÃ©GRA 244524

RÃ©naÃ©

Gaelscoil Na Laochra

BÃ©thar Thulach MhÃ©r Biorra R42DX43
<https://www.gaelscoilnalaochra.com>



PRÃ©OMHSHONRAÃ©

StÃ©idas: GnÃ©mhach
LeibhÃ©al: Bunscoil
DÃ©ta PostÃ©ilte: Aoine MFÃ©mh 12 2025
SpriocdhÃ©ta le haghaidh larratas: Aoine MFÃ©mh 26 2025
DÃ©ta Tosaithe: Luan MFÃ©mh 29 2025
StÃ©idas an Phoist: PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas: 1
Is athfhÃ©gra Ã© seo

SONRAÃ© SCOILE

CineÃ©il Scoile: PrÃ©omhshruth
StruchtÃ©r na Scoile: Ingearach
Inscne: Comhoideachas
PÃ©itrÃ©nacht na Scoile: An Foras PatrÃ©nachta
RangÃ©: Gaelscoil
LÃ©on IomlÃ©in na mBall Foirne MÃ©inteoireachta: 4
Rolla Reatha: 45
Scoil Droichead: TÃ©
Gaelscoil

SONRAÃ© AN PHOIST

Eolas Breise:

Gaelscoil na Laochra are seeking a new secretary to join our growing school community. (10 hours per week) Applicants should have some Irish and should be willing to undertake further training in the language if required. Fluency in Irish is not required.

The position is subject to the terms of Circular 36/2022 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 position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The School Secretary will be 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.

The successful candidate will have/be:

- Excellent interpersonal and communication skills
- Experience in ICT including word processing, spreadsheets, email etc.
- Ability to work on own initiative and as part of a team
- Reliability, trustworthiness and strict adherence to confidentiality
- Flexibility and be adaptable to the needs of the school

- A positive outlook
- A willingness to engage in Continuous Professional Development

It would be desirable for the candidate to have knowledge and experience in using some or all of the following; Aladdin, Esinet, Payroll, FSSU accounting templates, Microsoft Office, Medmark, TUSLA returns and other school applications.

Key Duties & Responsibilities:

- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used.
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments.
- Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements.
- Maintaining school and office supplies and operating all office machines - photocopier/laminator etc.
- Attend meetings and events as required.
- Assisting the Principal in the administration of the school enrolment process.
- Assisting with drafting and presentation of school documents.
- Assisting with general school admin, office management: procurement, organisation of school events and activities, liaison with service providers and suppliers.
- Other duties as allocated by the principal.

Only shortlisted applicants will be contacted.

RIACHTANAIS IARRATAIS

- [TÁj sÁ© riachtanach go mbeadh DearbhÁ° ReachtÁ°il bailÁ ag an duine a cheapfar agus go gcomhlÁjnÁ°dh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- CV (Digiteach)

Is fÁ©idir iarratais a chur isteach trÁ

- RÁomhphost
- Litir
- TeileafÁ°n

CUIR IARRATAS ISTEACH AR AN bhFOLÁ°NTAS SEO

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 087-4394549
Contae: UÁbh FhailÁ
Ceisteanna Chuig: priomhoide@gaelscoilnalaochra.com 087-4394549
SuÁomh GrÁ°asÁjin: <https://www.gaelscoilnalaochra.com>

Is ag IPPN atÁj an cÁ°ipcheart i dtaca leis an fhaisnÁ°is san fhÁ°gra seo agus dÁ°anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁjide ag cuardaitheoirÁ post amhÁjin. NÁ fÁ©idir an fhaisnÁ°is atÁj ann a ÁoslÁ°dÁjil, a chÁ°ipeÁjil nÁj a Á°sÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ° ar shuÁomhanna grÁ°asÁjin earcaÁochta agus fÁ°graÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁjil roimh rÁ© Á° IPPN.