

ID FÃºGRA 244976

RÃºnaÃº

Rush and Lusk Educate Together NS

Raheny Lane Rathmore Road Lusk K45WC62

<https://www.ralet.ie>

PRÃºOMHSHONRAÃº

StÃºdas:	GnÃºmhach
LeibhÃºal:	Bunscoil
DÃºta PostÃºilte:	CÃºad MFÃºmh 24 2025
SpriocdhÃºta le haghaidh larratas:	CÃºad DFÃºmh 8 2025
DÃºta Tosaithe:	Luan Samh 3 2025
StÃºdas an Phoist:	PÃºirtaimseartha
LÃºn na bhFolÃºntas:	1

SONRAÃº SCOILE

CineÃºl Scoile:	PrÃºmhshruth
StruchtÃºr na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃºtrÃºnacht na Scoile:	Ag Foghlaim Le ChÃºile
LÃºn IomlÃºn na mBall	27
Foirne MÃºnteoireachta:	
Rolla Reatha:	421
Scoil Droichead:	TÃº

SONRAÃº AN PHOIST

PainÃºal larratasÃºirÃº:

FÃºadfar painÃºal inmheÃºnach dÃº?iarratasÃºirÃº oiriÃºnacha a bhunÃº chun folÃºntais a lÃº-onadh a dÃº?fhÃºadfadh teacht chun cinn laistigh de thrÃºimhse ama ar leith Ãºn dÃºta a fhaomhfaidh an Bord an t-iarrthÃºir rathÃºil (ceithre mhÃº i gcÃºis poist mhÃºnteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

Additional Information:

Rush & Lusk ETNS is looking for an enthusiastic, flexible and diligent school secretary for a substitute position for 23 hours per week (there is no timeframe with this position as one of our current secretaries is taking leave that may be short-term or long-term depending on circumstances).

This position will be subject to sanction by the Department of Education

This onsite role is for 23 hours per week over four days.

The successful candidate will ideally have:

â?? Excellent administrative and organisational skills.

â?? High level of proficiency in Microsoft Office and Google Drive and good typing skills.

â?? Excellent communication skills, both verbal and written.

â?? Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.

â?? Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR and data protection regulations.

â?? Proven ability to work as part of a team.

â?? Some prior knowledge of school software systems including Aladdin, Esinet, OLCS, and

POD is desirable.

Key Duties and Responsibilities include but not limited to the following:

- Organising, maintaining and updating school data bases: Aladdin Connect, Department of Education Database (Esinet), and Primary Online Database (POD)
- First point of contact for service providers, suppliers, and visitors.
- Managing school correspondence and answering the school phone and emails.
- Updating, managing and storing school records in compliance with GDPR.
- Other duties as allocated by the Principal or Deputy Principal.
- General school administration and office management.
- Procurement of resources and the management of school office supplies.

This appointment is subject to a 3-month probationary period and satisfactory Garda vetting. The successful candidate will be required to complete Tusla Child Protection Training.

Please consult the Department of Education Circular 36/2022 for rates of pay and holidays for school secretaries. The entry level for this role is on 1st point of the scale unless the candidate has previous work experience as school secretary as per terms and conditions of circular 0036/2022. This can be discussed with the successful candidate.

Only Short listed candidates will be contacted regarding arrangements for interview. Interviews will take place on Thursday 16th October in the evening time onsite in our school.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Digiteach)

Is fíidir iarratais a chur isteach trá

- Rómhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla:	20176C
Cuir Iarratas Chuig:	Chairperson Board of Management, Rush & Lusk ETNS, Raheny Lane Rathmore Road Lusk K45WC62
Contae:	Baile Átha Cliath
Ceantar Poist:	County Dublin
Ceisteanna Chuig:	raletprincipal@ralet.ie
Suíomh Grádasáin:	https://www.ralet.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh á sáide ag cuardaitheoir post amháin. Níl fíidir an fhaisnéis atá ann a áoslá d áil, a cháipe áil ná a á áid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaóchta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh r á IPPN.