

ID FÃ©GRA 245153

RÃ°naÃ°

St Michaels

Roselawn Drive Castlerea F45TR63

<https://www.stmcr.ie>

PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°omhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	MÃ°irt MFÃ°mh 30 2025
SpriocdhÃ°ta le haghaidh larratas:	MÃ°irt DFÃ°mh 14 2025
DÃ°ta Tosaithe:	Luan Samh 3 2025
StÃ°das an Phoist:	Buan
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°l Scoile:	Scoil Speisialta
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°trÃ°nacht na Scoile:	Caitliceach
LÃ°on lomiÃ°n na mBall	14
Foirne MÃ°inteoireachta:	
Rolla Reatha:	87
Scoil Droichead:	TÃ°

SONRAÃ° AN PHOIST

Eolas Breise:

St. Michael's is designated by the Department of Education & Skills as a coeducational special school for children aged 4-18 years assessed as having a Moderate/severe-profound General Learning Disability.

The post is for the position of Full-time permanent secretary.

Responsibilities of this role include but are not limited to:

Ã° Working in close cooperation with the principal.

Ã° General secretarial and administrative duties.

Managing all financial records.

Ã° Managing school correspondence.

Ã° Organising, maintaining, and updating school databases, records and filing systems in compliance with GDPR.

Ã° Acting as the first point of contact for all visitors to the school.

Ã° Liaison with service providers and suppliers.

Ã° Assisting with the organisation of school events and activities.

Essential skills/knowledge required:

Ã° Excellent interpersonal and communication skills.

Ã° Confidentiality and discretion.

Ã° Proficiency in IT skills and experience of basic financial systems to enable maintenance of school financial records. .

Ã° Strong organisational skills.

Ã° Flexibility and ability to work as part of a team.

Ã° Ability to work effectively using own initiative.

Desirable experience:

- Experience of operating databases such as OLCS, POD, and Aladdin.
- Knowledge of the administration of payroll (Sage) and accounts.

Please note:

- The position is subject to current Garda Vetting requirements, Medmark Medical Clearance and a probationary period.
- The successful candidate will be required to undertake TUSLA child protection training.
- Secretaries recruited from 1st September 2022 are employed under the new terms set out in Circular 36/2022 – please familiarise yourself with this circular before applying and consult the circular for rates of pay for school secretaries which are now paid by the Department of Education & Skills. (The entry level for this role is on the 1st point of the scale unless the candidate has previous work experience as school secretary.)
- Only candidates shortlisted for interview will be contacted.

• Apply in writing and write ‘Secretary Application’ on the outside of the envelope.

RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh Dearbhá Reachtáil bailá ag an duine a cheapfar agus go gcomhlánadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	19789F
Cuir Iarratas Chuig:	Roselawn Drive Castlerea F45TR63
Contae:	Ros Comáin
Ceisteanna Chuig:	stmichaelsroscommon@gmail.com
Suíomh Grádasáin:	https://www.stmcr.ie

Is ag IPPN atá an cás ipcheart i dtaca leis an fhaisnéis san fhásgra seo agus d’ádhann IPPN á a cheadá n le haghaidh áisáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosládháil, a chásipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fásgraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.