ID FÃ?GRA 245394

RÃºnaÃ

Mary Queen of Angels N.S. 2

Gurteen Road Gurteen Road Ballyfermot D10C527

PRÃ•OMHSHONRAÃ•

StÃ¡das:	GnÃomhach
LeibhÃ©al:	Bunscoil
DÃ¡ta PostÃ¡ilte:	Luan DFÃ³mh 6 2025
SpriocdhÃ¡ta le haghaidh Iarratas:	MÃ¡irt DFÃ³mh 14 2025
DÃ¡ta Tosaithe:	Luan Samh 3 2025
StÃ¡das an Phoist:	PÃ¡irtaimseartha
LÃon na bhFolÃºntas:	1

SONRAÃ• SCOILE

CineÃ¡l Scoile:	PrÃomhshruth
StruchtÃºr na Scoile:	Ingearach
Inscne:	BuachaillÃ
PÃ¡trÃºnacht na Scoile:	Caitliceach
RangÃº:	DEIS 1
LÃon IomlÃ¡n na mBall Foirne MÃºinteoireachta:	13
Rolla Reatha:	133
Scoil Droichead:	TÃ¡

SONRAÃ• AN PHOIST

Eolas Breise:

Additional Information:
Mary Queen of Angels 2 Boys National School invites applications for the position of secretary. This is a permanent position (20 hrs per week) and will be subject to sanction from the DEY. The successful candidate will be recruited in line with the terms & conditions as set out in circular 36/2022. New secretaries will be placed on point 1 of the scale as set out in appendix 1 of the circular unless they have prior experience as a school secretary.
The position is subject to compulsory garda vetting, Medmark clearance, online Tusla child protection training and a 6 month probationary period. The hours of work for this onsite role are: 08.45 to 13.30pm Mon to Fri. Flexibility may be required at other times to support other school activities / events.
Key duties of the position will include:
- point of contact for all visitors & enquiries
- managing school communications (phone, email, databases e.g. Aladdin, POD & OLCS)
- working alongside the school management team
- management of school financial accounts
- office management
- procurement of resources
- liaising with service providers, suppliers etc.

The ideal candidate will demonstrate the following competencies:
- professionalism & discretion
- the ability to maintain strict confidentiality
- strong interpersonal & communication skills
- book keeping skills including knowledge of online banking
- a willingness to engage with continuous professional development

- ICT proficiency
- knowledge in relation to GDPR and data protection
- ability to use own initiative (work independently & as part of a team)
- positive outlook & a willingness to contribute to overall school development
- good planning & organisational skills

RIACHTANAIS IARRATAIS

- TÃ¡ sÃ© riachtanach go mbeadh DearbhÃº ReachtÃºil bailÃ ag an duine a cheapfar agus go gcomhlÃ¡nÃ³dh siad an Fhoirm Ghealltanais.
- Litir Iarratais
- RÃ©iteoirÃ (ainm, rÃ³l, uimhir theagmhÃ¡la.)
- CÃ³ip de Theastais, DioplÃ³maÃ, CÃ©imeanna
- CV (CeanglÃ³ir Neamhcheangailte/SleamhnÃ¡n)

Is fÃ©idir iarratais a chur isteach trÃ

- RÃomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÃ?NTAS SEO

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Cuir Iarratas Chuig:	mqa2jobs@gmail.com
Contae:	Baile Ã•tha Cliath
Ceantar Poist:	Dublin 10
Ceisteanna Chuig:	mqa2jobs@gmail.com

Is ag IPPN atÃ¡ an cÃ³ipcheart i dtaca leis an fhaisnÃ©is san fhÃ³gra seo agus dÃ©anann IPPN Ã a cheadÃºnÃº le haghaidh ÃºsÃ¡ide ag cuardaitheoirÃ post amhÃ¡in. NÃ fÃ©idir an fhaisnÃ©is atÃ¡ ann a ÃoslÃ³dÃ¡il, a chÃ³ipeÃ¡il nÃ¡ a ÃºsÃ¡id chun crÃocha ar bith eile, lena n-Ã¡irÃtear a macasamhlÃº ar shuÃomhanna grÃ©asÃ¡in earcaÃochta agus fÃ³graÃochta eile, gan cead sainrÃ¡ite i scrÃbhinn a fhÃ¡il roimh rÃ© Ã³ IPPN.