

ID FÃ°GRA 245660

## RÃ°naÃ°

### Scoil an Aingil Choimheadai

An CÃ©ideadh Ailt an ChorrÃ°in Leitir Ceanainn F94 W084  
<https://saac.kincasslagh.ie>



#### PRÃ°OMHSHONRAÃ°

StÃ°das:	GnÃ°mhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	Luan DFÃ°mh 13 2025
SpriocdhÃ°ta le haghaidh larratas:	Luan DFÃ°mh 27 2025
DÃ°ta Tosaithe:	Luan Samh 10 2025
StÃ°das an Phoist:	PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas:	1

#### SONRAÃ° SCOILE

CineÃ°l Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°itrÃ°nacht na Scoile:	Caitliceach
RangÃ°:	DEIS Tuaithe
LÃ°on lomlÃ°n na mBall	3
Foirne MÃ°nteoireachta:	24
Rolla Reatha:	NÃ°i
Scoil Droichead:	Gaelscoil

#### SONRAÃ° AN PHOIST

##### Eolas Breise:

Additional Information:

This is a part-time position of 12 hours per week. The position is for 52 weeks of the year and holidays must be taken during school closures. The position is subject to a 6-month probationary period. The entry level for this role is the first point on the scale unless the candidate has previously worked as a school secretary. The appointment will be subject to Garda Vetting and Medmark medical clearance

##### Essential Personal Qualities

- â° Demonstrate an ability to multitask, prioritise, work under pressure and achieve deadlines.
- â° Reliability, trustworthiness and strict adherence to confidentiality.
- â° Flexible and adaptable to the needs of the school and open to new skills/challenges. Duties may require working outside regular hours at times.
- â° Positive outlook, ability to work on own initiative and willingness to contribute to overall school development.

##### Responsibilities include but not limited to:

- â° General secretarial duties consistent with the role of a School Secretary i.e. office management, procurement, organisation of school events (e.g. booking venues/buses), liaising with providers and suppliers.
- â° Carrying out administrative duties assigned by the Principal and Deputy Principal.
- â° Working closely with the Principal, staff and parents in a polite and professional manner.
- â° Maintaining financial records and managing on-line payments.

• Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD) and weekly payroll  
• Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, Confidentiality and GDPR/Data Protection.

#### Essential Skills and Experience:

- Administrative skills.
- Proficiency in email, Google applications, Microsoft applications to include Excel and Word.
- Familiarity of bookkeeping and online payments to manage school finances.
- Excellent interpersonal skills, including oral and written communication skills.
- This is an Irish medium school and Gaeilge is essential
- Training will be given

#### APPLICATION REQUIREMENTS

- It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV
- 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
- Only candidates shortlisted for interview will be contacted.

Applications may be submitted by  
• Email only to [principal@ceideadhns.com](mailto:principal@ceideadhns.com)

#### RIACHTANAIS IARRATAIS

- [Tá sá@ riachtanach go mbeadh Dearbhá Reachtáil bailá ag an duine a cheapfar agus go gcomhlánádh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, ról, uimhir theagmhála.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Digiteach)

Is fíoridir iarratais a chur isteach trá

- Ráomhphost

#### CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

<b>Uimhir Rolla:</b>	04809A
<b>Cuir iarratas Chuig:</b>	An Cáideadh Ailt an Chorráin Leitir Ceanainn F94 W084
<b>Contae:</b>	Dún na nGall
<b>Ceisteanna Chuig:</b>	<a href="mailto:principal@ceideadhns.com">principal@ceideadhns.com</a>
<b>Suíomh Gráasáin:</b>	<a href="https://saac.kincasslagh.ie">https://saac.kincasslagh.ie</a>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadáil le haghaidh áisáide ag cuardaitheoir post amháin. Ní fíoridir an fhaisnéis atá ann a áosláil, a cháipeáil ná a áisáid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh ré á IPPN.