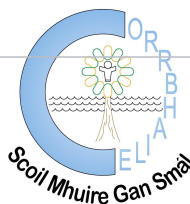


ID FÃ°GRA 246074

RÃ°naÃ°

Corballa NS

Corballa Via Ballina F26F582
<https://www.corballans.ie>



PRÃ°OMHSHONRAÃ°

StÃ°idas: GnÃ°mhach
LeibhÃ°al: Bunscoil
DÃ°ta PostÃ°ilte: Domh DFÃ°mh 26 2025
SpriocdhÃ°ta le haghaidh larratas: Aoine Samh 7 2025
DÃ°ta Tosaithe: Luan Samh 24 2025
StÃ°idas an Phoist: PÃ°irtaimseartha
LÃ°on na bhFolÃ°ntas: 1

SONRAÃ° SCOILE

CineÃ°il Scoile: PrÃ°omhshruth
StruchtÃ°r na Scoile: Ingearach
Inscne: Comhoideachas
PÃ°itrÃ°nacht na Scoile: Caitliceach
LÃ°on IomlÃ°n na mBall 6
Foirne MÃ°nteoireachta:
Rolla Reatha: 120
Scoil Droichead: NÃ°i

SONRAÃ° AN PHOIST

Eolas Breise:

The BOM of Corballa NS invites applications for the position of school secretary. This is a part-time position (currently 17 hours per week) and is subject to the Department of Education Circular 36/2022: â??Revision of Salaries and Annual Leave Arrangements for School Secretariesâ?.

Appointments will be subject, but not limited to, current Garda Vetting requirements, Occupational Health Screening, TUSLA Child Protection requirements and satisfactory references. This position is subject to a six-month probationary period.

The successful candidate will be an integral part of the school community working closely with the Principal, Deputy Principal, staff & BOM and will manage the school office in a welcoming, professional, discreet and discerning manner.

Applicants would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.

Knowledge of online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive and other online applications.

Knowledge of GDPR & Data Protection requirements.

Ability to work on one's own initiative and the ability to work in a team environment

The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

Applications via post only. Any canvassing will disqualify without exception. Please mark "Secretary Application" on envelope. Only those shortlisted for interview will be contacted.

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
- Ráiteoir (ainm, rár, uimhir theagmhíla.)
- Cáip de Theastais, Dioplóma, Cáimeanna
- CV (Ceanglár Neamhcheangailte/Sleamhnáin)

Is fíidir iarratais a chur isteach trá

- Litir

CUIR IARRATAS ISTEACH AR AN bhFOLNTAS SEO

Uimhir Rolla: 12171T
Cuir Iarratas Chuig: Corballa
Via Ballina
F26F582
Contae: Sligeach
Ceisteanna Chuig: principal@corballans.ie
Suíomh Gráasáin: <https://www.corballans.ie>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN a cheadn le haghaidh ásjide ag cuardaitheoir post amháin. Ní fíidir an fhaisnéis atá ann a Áosláil, a cháipeáil náj a Ásáid chun crócha ar bith eile, lena n-Áirítear a macasamhlá ar shuíomhanna gráasáin earcáochta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh rá Á IPPN.