

ID FÃ©GRA 246826

RÃ©naÃ©

Glor na Mara

Convent Hill Tramore
<https://www.glornamara.ie>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	DÃ©ar Samh 20 2025
SpriocdhÃ©ta le haghaidh larratas:	Aoine Samh 28 2025
DÃ©ta Tosaithe:	Luan Ean 5 2026
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruth
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©trÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall	25
Foirne MÃ©inteoireachta:	
Rolla Reatha:	395
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©inach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a lÃ©onadh a dÃ©?fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

The Board of Management of GlÃ©r na Mara N.S. invites applications for the position of school secretary. This is a permanent position for 30 hours per week. The working hours will be Monday to Friday 08:30 to 15:00.

The position will be subject to the terms of Department of Education and Youth Circulars 0036/2022, 0007/2024 and 00078/2024. The entry level for this role is on the first point of the salary scale unless the candidate has previous work experience as a school secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake the TUSLA Child Protection Training and any relevant online training. This position is subject to a six month probationary period.

The school secretary is an integral part of the community, working closely with the school Principal and Deputy Principal, and he/she will manage the office in a welcoming, professional and discreet manner. Experience in office management is desirable.

The successful candidate will have:

- *Excellent interpersonal and communication skills, both oral and written
- *Strong organisational skills and exceptional attention to detail
- *Reliability, trustworthiness and strict adherence to confidentiality

- *Knowledge in operating and maintaining an online banking and payment system
- *Flexibility and adaptability to the needs of the school
- * Commitment to uphold the Catholic ethos of Glór na Mara N.S.

It would be desirable for the candidate to have knowledge and experience in using Microsoft Office.

Key duties and responsibilities:

Responsibilities include but are not limited to:

- *Working in close cooperation with the Principal, Deputy Principal and school staff
- *Carrying out other duties assigned by the Principal and related to the post of school secretary
- * Being the first point of contact for all visitors to the dealing and dealing with parents, pupils, visitors etc. in a welcoming manner
- *Communicating with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner
- *General secretarial and administrative duties consistent with the role of school secretary
- *Liaising with representatives of service providers, suppliers, school users and visitors
- *Managing school correspondence with professionalism and confidentiality
- *Organising, maintaining and updating school databases
- *Maintaining records of school finances including cash collections, bank payments and entering and reconciling payments on the school accounting system, which is Xero
- *Maintenance and filing of all invoices and documentation
- *Maintenance of the school and office supplies and operating all office machines
- *Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms being used
- *Assisting the Treasurer in maintaining all financial records
- *Updating, managing and storing school records in compliance with GDPR and all other regulatory requirements
- *Willingness to upskill where necessary

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litr iarratais
- Ráiteoir (ainm, rár, uimhir theagmhála.)
- CV (Digiteach)

Is fáidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla: 20116H
Cuir iarratas Chuig: gnmpost@gmail.com
Contae: Port Láirge
Ceisteanna Chuig: gnmpost@gmail.com
Suíomh Gráasáin: <https://www.glornamara.ie>

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. Ná fáidir an fhaisnéis atá ann a áosláil, a cháipeáil nár a áisáid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóchta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh rár IPPN.