

ID FÃ©GRA 246828

RÃ©naÃ©

Inchicronan Central NS

Crusheen Ennis V95KX43
<http://www.crusheenns.net/>

PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	CÃ©ad Samh 26 2025
SpriocdhÃ©ta le haghaidh larratas:	DÃ©ar Noll 4 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	7
Foirne MÃ©inteoireachta:	
Rolla Reatha:	158
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Inchicronan Central N.S (Crusheen N.S) invites applications for the position of school secretary. This is a 30 hours position. The entry level for this role is the first point of the scale unless the candidate has previous work experience as a primary school secretary in accordance with Circular 36/2022. The appointment is subject to Garda Vetting and Medmark Occupational Health Screening and the successful candidate will be required to undertake TUSLA Training and other training.

The school secretary is an integral part of the school community, working closely with the school Principal. He/she will manage the office in a welcoming, professional and discreet manner. This position requires experience in office management and administration. Experience within an educational setting is desirable but not essential.

The ideal candidate will demonstrate the following:

- Hardworking, reliable, flexible enthusiastic and professional
- Ability to work on own initiative
- Willingness to acquire new skills and upskill where necessary
- Excellent interpersonal skills, including oral and written communication skills
- Excellent office, record keeping, organisational and administrative skills
- Reliability, trustworthiness and strict adherence to confidentiality
- Proficiency in email, Google and Microsoft applications
- Familiarity of book- keeping and payments to manage school finances
- The above list is non- exhaustive

Desirable Personal Qualities:

- Positive outlook and willingness to contribute to overall school development

• Demonstrate an ability to multi-task, prioritise, work under pressure and achieve deadlines.
• Flexible and adaptable to the needs of the school and open to new skills/challenges

Responsibilities include but not limited to:

- Carrying out administrative duties assigned by the Principal.
- Working closely with the Principal, staff and parents in a professional manner
- 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
- Maintaining records of school finances including cash collections, bank payments, and entering and reconciling payments on school accounting system
- Maintenance and filing of all invoices and documentation
- Maintenance of records of staff leave and supporting substitute cover process
- Organising and maintaining school database system such as Aladdin, Online Claims System (OLCS) and Pupil Online Data (POD), FSSU accounting templates, Microsoft Office. Training provided as necessary.
- Awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection

Applications are asked to be submitted via email only to jobapplications@crusheennns.com.

A minimum of two referees are required.

Closing date for applications will be 3pm on December 4th 2025. Late applications will not be considered for short listing. The subject line should read "Secretary application"

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
- Réiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Digiteach)

Is fíoridir iarratais a chur isteach tríd

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

Uimhir Rolla: 19551S
Cuir iarratas Chuig: jobapplications@crusheennns.com
Contae: An Clár
Ceisteanna Chuig: jobapplications@crusheennns.com
Suíomh Grádasáin: <http://www.crusheennns.net/>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá n le haghaidh ásjide ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áoslá dájil, a cháipeájil ná a ásjid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaóchta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.