

ID FÃ©GRA 247033

RÃ©naÃ© / RiartÃ©ir

Moyne Community School

Moyne Moyne N39T860
<https://www.moyneecs.ie>



PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Iarbhunscoil
DÃ©ta PostÃ©ilte:	Aoine Samh 28 2025
SpriocdhÃ©ta le haghaidh Iarratas:	Luan Noll 8 2025
DÃ©ta Tosaithe:	Luan Ean 5 2026
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	35

SONRAÃ© SCOILE

CineÃ©il Scoile:	Pobalscoil
StruchtÃ©r na Scoile:	Comhoideachas
Rolla Reatha:	624
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Clerical Officer is at the centre of the administrative hub of the school and school community and works closely with the Principal, senior management team, teachers, other non-teaching staff, students and parents, taking responsibility for a broad variety of important administrative and financial support functions, and coordinating the workflow and wide range of activities processed through the administration office.

Qualifications, Skills, and Experience required:

- Previous experience in an accounts/administration role.
- Knowledge of managing accounts, budgeting, and preparing financial reports.
- Knowledge and experience of accounts/financial software package(s).
- Strong IT skills, including Microsoft Office Suite (particularly Excel).
- Good numerical and analytical skills, with the ability to communicate well (both written and oral), including with staff, parents, and students.
- Ability to meet deadlines and prioritise effectively.
- Well organised with experience in developing efficient administrative systems.

Garda vetting will apply in respect of this position.

Moyne Community School is seeking a Clerical/ Administrative Officer.

A more detailed job description can be found on the school website www.moyneecs.ie

Applications in the form of a CV with the names of two referee and a Cover Letter should be emailed to the Secretary of the Board of Management by email at vacancies@moyneecs.com by the closing date indicated

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	91436D
Cuir Iarratas Chuig:	The Secretary of the Board of Management by email to vacancies@moynecs.com
Contae:	Longfort
Ceisteanna Chuig:	office@moynecs.ie
Suíomh Gráasáin:	https://www.moynecs.ie

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh ásjide ag cuardaitheoir post amháin. Ní fáidir an fhaisnéis atá ann a áosláil, a cháipeáil náj a ásjid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaócha agus fágraócha eile, gan cead sainráite i scrábhinn a fháil roimh ról á IPPN.