ADVERT ID 160246

Secretary

Gaelscoil Uí Chéadaigh

Bóthar Vevay Bré Bré A98 YH48
https://www.gaelscoiluicheadaigh.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Sep 14 2021 14:06:19
Application Closing Date:	Tue Sep 28 2021
Commencement Date:	Tue Oct 5 2021
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	An Foras Patrunachta
Classification:	Gaelscoil
Total No. of Teaching Staff:	12
Current Enrolment:	196
Droichead school:	Yes

POST DETAILS

Additional Information:
Is Gaelscoil í Gaelscoil Ui Chéadaigh. Caithfear Gaeilge bhunúsach a bheith ag an Rúnaí.
Caithfear bheith sásta labhairt agus scríobh na teanga a fheabhsú má iarrtar.

Freagrachtaí: Key Responsibilities:
Fáilteoir: Key point of initial contact for all visitors and enquiries
Cumarsáid: Managing school communications: phone, email, Aladdin, postage
Riaracháin: General school administration and office management
Airgeadas: Ongoing management of financial accounts
Seirbhísí: Procurement of resources and liaising with suppliers
Tacú leis an bPríomhoide: Assisting Principal

Scileanna: Competencies
Rúndacht: Discretion and the ability to maintain strict confidentiality
Gaeilge: A certain proficiency and willingness to learn and improve if deemed necessary
Cumarsaid: Strong interpersonal, communication and customer service abilities
Teicneolaíocht: Excellent I.T. skills and willingness to up-skill as needed
Mionsonraí: Strong ability in regard to attention to detail
Neamhspléachas: Ability to work independently and as part of a team
Pleanáil: Excellent planning and organisational ability
Comhoibriú: Ability to work closely with the Principal
Solúbacht: Ability to be flexible in the varied demands of the job
Taithí: Experience working in a busy work environment
Páistí: Ability to relate well with children
Eiteas: Ability to uphold the ethos of the school

Promadh: The position is subject to a 3 month probationary period.
Grinnfhiosrú: Post will be subect to Garda Vetting.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20016D
Apply To:	postgaelscoiluicheadaigh@gmail.com
County:	Wicklow
Enquiries To:	oifig@gaelscoiluicheadaigh.ie +35312865044
Website:	https://www.gaelscoiluicheadaigh.ie

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