

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: 211
Droichead school: Yes

POST DETAILS

Additional Information: Is Gaelscoil í Gaelscoil Uí 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

Cumarsáid: 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 subject 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
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