

ADVERT ID 160453

## Secretary

### Gaelscoil Choráin

Gaelscoil Choráin Strand Street, Youghal, P36N263  
<https://www.gaelscoilchorain.ie/wordpress/>



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Sep 17 2021 16:26:21
Application Closing Date:	Thu Oct 7 2021
Commencement Date:	Mon Nov 1 2021
Status of Post:	Permanent
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	Gaelscoil
Total No. of Teaching Staff:	17
Current Enrolment:	262
Droichead school:	Yes

#### POST DETAILS

**Additional Information:** Is Gaelscoil í Gaelscoil Choráin. Caithfear Gaeilge bhunúsach a bheith ag an Rúnaí. Caithfear a 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 relevant office management experience

Airgeadas: Ongoing management of financial accounts/payroll

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

Neamhspleáchas: 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

## 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:** 19833F  
**Apply To:** [gaelscoilchorainrunai@gmail.com](mailto:gaelscoilchorainrunai@gmail.com)  
**County:** Cork  
**Enquiries To:** [gaelscoilchorainrunai@gmail.com](mailto:gaelscoilchorainrunai@gmail.com)  
0870905196  
**Website:** <https://www.gaelscoilchorain.ie/wordpress/>  
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