

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. Caithefear Gaeilge bhunúsach a bheith ag an Rúnaí. Caithefear 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
County: Cork
Enquiries To: gaelscoilchorainrunai@gmail.com
0870905196
Website: <https://www.gaelscoilchorain.ie/wordpress/>
Further Information: <http://gaelscoilchorain.ie/wordpress/>

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