

ADVERT ID 161540

Secretary

Scoil Chronain

An tSráid Mhór Ráth Cúil N/A D24YW81 https://www.scoilchronain.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Oct 11 2021 17:35:56
Application Closing Date:	Mon Oct 25 2021
Commencement Date:	Mon Nov 15 2021
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	Gaelscoil
Total No. of Teaching Staff:	22
Current Enrolment:	394
Droichead school:	Yes

POST DETAILS

Additional Information:	Is gaelscoil í Scoil Chrónáín. Tá Gaeilge bhunúsach riachtanach don phost mar rúnaí scoile agus ní mór don té a cheapfar a bheith sásta léamh agus scríobh na Gaeilge a fheabhsú, má iarrtar é.
	Freagrachtaí: Key Responsibilities: Fáilteoir: Key point of initial contact for all visitors and inquiries Cumarsáid: Managing school communications: phone, email, databases e.g. Aladdin, POD etc Riaracháin: General school administration and office management -photocopying, laminating, administration of Enrolment process etc. Airgeadas: Ongoing management of e-payments / financial accounts Seirbhísí: Procurement of resources and liaising with representatives of service providers, suppliers, school users and visitors.
	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

Please put 'Post an Rúnaí Scoile' in subject line of email application.

Promhadh agus Grinnfhiosrúchán: This position is subject to Garda Vetting and a 6-month probationary period.

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

Roll Number:	19503H
Арріу То:	An Cathaoirleach, Scoil Chrónáin An tSráid Mhór Ráth Cúil N/A D24YW81
County:	Dublin
Postal District:	County Dublin
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