

ADVERT ID 164811

## Secretary

### Scoil Chronain

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

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Jan 17 2022  
**Application Closing Date:** Mon Jan 31 2022  
**Commencement Date:** Mon Feb 14 2022  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
This is a readvertisement

#### 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  
Gaelscoil

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

Is Gaelscoil Chaitliceach í Scoil Chrónáin. Tá Gaeilge bhunúsach riachtanach don phost mar rúnaí scoile agus ní mór don té a cheapfar a bheith sásta a scileanna 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.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19503H  
**Apply To:** [scpoist@mail.com](mailto:scpoist@mail.com)  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [scpoist@mail.com](mailto:scpoist@mail.com)  
014588889  
**Website:** <https://www.scoilchronain.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.