ADVERT ID 171801

Secretary

Gaelscoil Riabhach

Gaelscoil Riabhach Cois Móna Baile Locha Riach Gaillimh H62TK22

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sun Jun 12 2022 19:38:49
Application Closing Date:	Fri Jul 8 2022
Commencement Date:	Thu Aug 25 2022
Status of Post:	Fixed-term
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:	11
Current Enrolment:	197
Droichead school:	Yes

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:
Ba mhian le Bord Bainistíochta Ghaelscoil Riabhach duine feiliúnach a cheapadh mar rúnaí scoile ó Mhí Lúnasa 2022. Is post páirt aimseartha é seo ar chonradh trí bliana. Beidh 30 uair a chloig oibre i gceist thar 5 lá na seachtaine: Luain go Aoine.

The Board of Management of Gaelscoil Riabhach wish to appoint a suitable candidate to the position of school secretary commencing August 2022. This is a part-time position three-year contract. The working week will consist of 30 hours over 5 working days: Monday to Friday.
Na príomhfhreagrachtaí a bhéas ag an ról seo ná:
• Feidhmiú mar fhoinse teagmhála tosaigh na scoile do chuairteoirí agus plé lena bhfiosrúcháin.
• Córas cumarsáide na scoile a bhainistiú: fóin, ríomhphoist, Aladdin, nuachtlitreacha, litreacha srl.
• Uasdátú agus eagrúchán taifid na scoile: Aladdin, POD, córas íocaíochta OLCS agus comhaid.
• Bainistiú gearrtréimhseach ar thaifead airgidis na scoile: cuntais laethúla, sonraisc, íocaíochtaí isteach ar Aladdin a bhainistiú, Íocaíochtaí amach a phróiseáil.
• Riarachán ginearálta scoile agus bainistiú oifige.
• Soláthair acmhainní agus taistil scoile

The key responsibilities of this role are as follows:
• Act as the first point of contact for all visitors to the school and respond to their queries
• Managing school communications: phone, email, Aladdin, newsletters, postage etc.
• Update and organisation of school records: Aladdin, POD (Pupil Online Database), OLCS,

payment system and filing.
• Short-term management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
• General school administration and office management.
• Procurement of resources and school transport

Bheadh na scileanna seo a leanas ag teastáil:
• Cumas maith Gaeilge labhartha agus scríofa
• Cumas maith in úsáid TEC
• Cumas oibriú go neamhspleach
• Scileanna láidre idirphearsanta agus cumarsáide (idir scríofa agus labhartha)
• Scileanna láidre eagrúcháin
• Discréid agus cumas rúndacht a choinneáil
• Taithí oibriú i dtimpeallacht oibre atá éilitheach agus gnóthach.
• Bheadh taithí oibriú le páistí/ áit oibre páistedhírithe inmhianta ach níl sé riachtanach.

Tá an ceapachán ag brath ar riachtanais Grinnfhiosrúcháin an Gharda Síochána

The following skills are required:
• Proficiency in spoken and written Irish
• Proficiency in ICT
• Ability to work independently
• Strong interpersonal and communication skills (both written and oral)
• Strong organisational skills
• Discretion and the ability to maintain strict confidentiality
• Experience working in a demanding, busy work environment.
• Experience working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20123E
Apply To:	Gaelscoil Riabhach Cois Móna Baile Locha Riach Gaillimh H62TK22
County:	Galway
Enquiries To:	oifig@gaelscoilriabhach.ie +91847865

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