

ADVERT ID 186709

## Secretary

### Gaelscoil Dhun Dealgan

Na Riascaigh Uachtaracha Muirtheimhne Mor Dún Dealgan A91 D797  
<https://www.gaelscoiidd.ie>

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed Mar 8 2023 20:15:13
<b>Application Closing Date:</b>	Fri Mar 24 2023
<b>Commencement Date:</b>	Fri Sep 1 2023
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream with Special Classes
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Classification:</b>	Gaelscoil
<b>Total No. of Teaching Staff:</b>	18
<b>Current Enrolment:</b>	220
<b>Droichead school:</b>	Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of Gaelscoil Dhún Dealgan invites applications for the position of school secretary to work in a very busy and dynamic pupil-centred school. This vibrant school environment involves working with pupils, adults, outside agencies and the whole school community.

The successful candidate will be required to manage the school office in a welcoming, professional manner and will demonstrate:

- Strong interpersonal and communication skills (both written and oral)
- Excellent command of written and spoken English
- Excellent administrative and organisational skills
- Proven ability to initiate, plan and work on own initiative and show flexibility consistent with the nature of the job
- Proven ability to work in a team environment
- Proficiency in Microsoft Office (Word, Excel), G-Suite and other IT Skills
- Aptitude to become proficient in the school software systems
- Experience of basic financial systems to enable maintenance of school finance records, payroll and revenue returns.
- Discretion and the ability to maintain strict confidentiality in all areas of work and adhere to GDPR regulations
- Experience of working in a demanding, busy work environment
- Open to learning new skills and taking on new challenges

Knowledge of school software systems including Aladdin Connect, Esinet, OLCS and POD is desirable but not essential as training will be provided.

A knowledge of basic Irish, while not essential, would also be desirable.

This position will be full-time 5 days per week, from 8.40a.m till 2.40p.m. Circular 36/2022 will determine the salary and the calculation of annual leave. This position is subject to a 6 month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake child safeguarding training.

Canvassing will disqualify.

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19892V

**Apply To:** Apply by email to [bordgsdd@gmail.com](mailto:bordgsdd@gmail.com) by placing 'Rúnaí' in the subject line.

**County:** Louth

**Enquiries To:** [aine@gaelscoildd.ie](mailto:aine@gaelscoildd.ie)

**Website:** <https://www.gaelscoildd.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.