

ADVERT ID 186709

Secretary

Gaelscoil Dhun Dealgan

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

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Mar 8 2023
Application Closing Date:	Fri Mar 24 2023
Commencement Date:	Fri Sep 1 2023
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:	18
Current Enrolment:	220
Droichead school:	Yes
	Gaelscoil

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 by placing 'Rúnaí' in the subject line.

County: Louth

Enquiries To: aine@gaelscoildd.ie

Website: <https://www.gaelscoildd.ie>

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