

ADVERT ID 208412

## Secretary

### Gaelscoil Mhainistir na Corann

Bán Sheáin Mainistir Na Corann Co. Chorcaí P25CH73  
<https://www.gsmnc.ie>



#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Fri Feb 23 2024 16:04:02
Application Closing Date:	Fri Mar 8 2024
Commencement Date:	Mon Apr 8 2024
Status of Post:	Part-Time
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:	36
Current Enrolment:	564
Droichead school:	Yes
	Gaelscoil

#### POST DETAILS

##### Additional Information:

Tá rúnaí páirtaimsire á lorg ag GSMNC ar feadh 18.5 uair gach seachtain. Ba chóir go mbeadh cumas i nGaeilge labhartha ag iarrathóirí. Braitheann an post ar chead ón Roinn Oideachais agus tá sé de réir na coinníollacha leagtha amach i gCiorclán 36/2022. Tosóidh siad amach ar leibhéal a haon do phá rúnaithe scoile muna bhfuil taithí acu cheana féin. Beidh ar iarrthóir rathúil an chúrsa ar líne Tusla Children First a dhéanamh i dteannta dul faoi ghrinnfhiosrúcháin na nGardaí. Tá tréimhse promhadh 6 mhí i gceist.

GSMNC is seeking a part-time secretary for 18.5 hours per week. Candidates should have a good standard of oral Irish. The position will be subject to sanction by the Department of Education, with recruitment in line with the terms set out in Circular 36/2022. Entry level for this role is on the first point of the scale unless the candidate has previous work experience / held a previous position as a School Secretary. The appointment is subject to Garda vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and related online training. This position is subject to a 6-month probationary period.

Beidh ról lárnach ag na hiarrthóirí i saol na scoile agus cabhróidh siad oifig na scoile a reachtáil i slí fáiltiúil, proifisiúnta agus discréideach. Siad seo thíos roinnt dos na dualgais a bheidh acu.

The suitable candidate will be an integral part of the school community and will help manage the school office in a welcoming, professional and discrete manner

Such duties as are appropriate to the position include but are not limited to:

~Acting as the first point of contact - Dealing with Parents, staff, pupils and visitors in person, by

phone and email/online in a courteous and professional manner  
~Answering the phone and dealing with queries.  
~Maintaining school and office supplies and operating all office machines (photocopier, laminator, etc.)  
~Invoicing, online banking, Cash handling  
~Liaising with individuals/groups renting school facilities.  
~Opening, distribution and sending of post, emails etc. as directed.  
~Organising, maintaining and updating school databases and filing systems to include Aladdin, POD, OLCS and Payroll  
~Work in close co-operation with An Bord Bainistíochta, Cairde, An Príomhoide, na múinteoirí and perform work requested by them.  
~To be aware of and comply with school policies and procedures, particularly concerning child safeguarding. Health and safety, confidentiality and data protection and report any concerns to the appropriate person.

Skills/Knowledge required:

~A good level of spoken Irish or a willingness to learn  
Computer skills  
~Excellent interpersonal and communication skills (both verbal and written)  
~Strong organisational skills and attention to detail  
~Willingness to upskill where necessary  
~Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR  
~Ability to plan and work efficiently, on their own initiative, work independently and as part of a team  
~Flexibility consistent with the varied demands of the job  
~Relate well to children  
~Positive outlook, commitment to uphold the ethos of the school and a willingness to contribute to the overall school development

An spriocam chun iarratais a chur isteach ná 3:00i.n. ar an 8ú Márta. Beidh na hagallaimh á reachtáil go dhá theangach.

The deadline for applications is 3:00 pm on the 8th of March. Interviews will be bilingual in nature.

Ag guí gach rath ar gach iarrthóir.

#### 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:** 20107G  
**Apply To:** runai2023@gsmnc.ie  
**County:** Cork  
**Enquiries To:** [oifig@gsmnc.ie](mailto:oifig@gsmnc.ie)  
**Website:** <https://www.gsmnc.ie>