

ID FÃ°GRA 218454

RÃ°naÃ°

Gaelscoil UÃ° EarcÃ°in

BÃ°thar Ghlas an Ã°in Fionnghlas Baile Ã°tha Cliath 11 D11 VP44
<https://www.gsue.ie>



PRÃ°OMHSHONRAÃ°

StÃ°idas:	DÃ°ghnÃ°omhaithe
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	Aoine Meith 14 2024
SpriocdhÃ°ta le haghaidh larratas:	Aoine Meith 28 2024
DÃ°ta Tosaithe:	Luan MFÃ°mh 2 2024
StÃ°idas an Phoist:	Buan
LÃ°on na bhFolÃ°ntas:	1
	Is athfhÃ°gra Ã° seo

SONRAÃ° SCOILE

CineÃ°il Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ°trÃ°nacht na Scoile:	An Foras PatrÃ°nachta
RangÃ°:	DEIS 1
LÃ°on IomlÃ°in na mBall	23
Foirne MÃ°inteoireachta:	248
Rolla Reatha:	TÃ°
Scoil Droichead:	Gaelscoil

SONRAÃ° AN PHOIST

Eolas Breise:

TÃ° Gaelscoil UÃ° EarcÃ°in ag earcÃ° rÃ°naÃ° faoi lÃ°thair le tosÃ° ar an 2 MeÃ°in FÃ°mhair 2024 ach cuirfear trÃ°imhse oiliÃ°na ar fÃ°il roimhe sin.
Is post 30 uair a chloig thar cÃ°ig lÃ° sa tseachtain atÃ° ann faoi lÃ°thair.
TÃ° gach eolas ar fÃ°il ar chiorclÃ°in 36/2022 Ã°n Roinn Oideachais.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries. The entry level for this role is on the first point of the scale unless the candidate has previous work experience as a School Secretary.
The position is subject to a 6-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

NÃ° mÃ°r don tÃ° a cheapfar a bheith lÃ°ofa sa Ghaeilge & BÃ°arla. Beidh an rÃ°naÃ° ag obair faoi stiÃ°ir an phrÃ°omhoide. TÃ° ardscoilanna bainistÃ°ochta oifige, ardscoilanna cumarsÃ°ide agus ardscoilanna eagrÃ°chÃ°in de dhÃ°th don phost. NÃ° mÃ°r don tÃ° a cheapfar a bheith Ã°balta obair go neamhspleÃ°ch as a stuaim fÃ°in agus mar chuid dÃ°fhoireann. TÃ° eolas agus taithÃ° in Ã°sÃ°id na teicneolaÃ°ochta riachtanach don phost. Bheadh tuiscint ag an tÃ° a cheapfar ar an tÃ°bhacht a bhaineann le rÃ°ndacht agus le bheith discrÃ°ideach agus Ã°/Ã° i mbun a c(h)uid dualgaÃ°.

The School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet

manner.

Responsibilities include but are not limited to:

- General secretarial duties consistent with the role of School Secretary such as Carrying out administrative duties assigned by the Principal.
- Working in close co-operation with Principal, Deputy Principal and staff.
- Dealing with parents, staff, pupils and visitors in person, by phone and by email in a courteous and professional manner.
- Organising, maintaining and updating school databases and filing systems such as Compass, Online Claims System (OLCS), Pupil Online Database (POD), Aladdin, Financial Support Services Unit (FSSU) and Payroll.
- Competency in maintaining financial accounts, budgets, online banking systems, procurement and monthly financial reports.
- Managing school correspondence with professionalism and confidentiality.
- Maintenance of the school and office supplies and operating all office machines (photocopier, laminator etc.).
- Maintenance and filing of all documentation.
- Liaising with representative of service providers, suppliers and visitors.
- Assisting with the organisation of school events and activities e.g. Booking courses, venues, buses etc. and making necessary arrangements for school trips etc.
- Coordination of internal communication (post, telephone messages, email etc.).
- To be aware of and comply with school policies and procedure, particularly in relation to Child Safeguarding, Health and Safety, GDPR/Data Protection and report any concerns to the appropriate person

Skills or Knowledge Required:

- Excellent organisational, interpersonal, oral and written communication skills
- Administrative skills to support the management of school finances
- Excellent typing/ I.T. skills and attention to detail.
- Willingness to upskill where necessary.
- Ability to use own initiative, to work independently and as part of a team.
- Positive outlook and willingness to contribute to the overall school development.

The above description is not exhaustive.

Beidh an ceapacháin ag brath ar ghrinn fhiosrachaí na nGardaí agus ar sheiceáil teistiméireachtaí. Beidh tráimhse sábháil ann mar thráimhse phromhaidh. Seol do litir iarratais, C.V agus cáip de do theastais chuig iarratais@gsue.ie roimh a 5 a chlog ar an Aoine an 28ú Iúil de mhá an Mheithimh.

RIACHTANAIS IARRATAIS

- [Trá sábháil riachtanach go mbeadh Dearbháil Reachtáil bailiú ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir iarratais
- Réiteoir (ainm, rár, uimhir theagmhála.)
- CV (Digiteach)

Is fáilidir iarratais a chur isteach trá

- Réomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	20220C
Cuir iarratas Chuig:	Báthar Ghlas an Áin Fionnghlas Baile Átha Cliath 11 D11 VP44
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 11
Ceisteanna Chuig:	priomhoide@gsue.ie
Suíomh Grádasáin:	https://www.gsue.ie
Tuilleadh Eolais:	https://www.gsue.ie

Is ag IPPN atÁj an cÁ³ipcheart i dtaca leis an fhaisnÁ©is san fhÁ³gra seo agus dÁ©anann IPPN Á a cheadÁ°nÁ° le haghaidh Á°sÁjide ag cuardaitheoirÁ post amhÁjin. NÁ fÁ©idir an fhaisnÁ©is atÁj ann a ÁoslÁ³dÁjil, a chÁ³ipeÁjil nÁj a Á°sÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ° ar shuÁomhanna grÁ©asÁjin earcaÁochta agus fÁ³graÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁjil roimh rÁ© Á³ IPPN.