

ADVERT ID 221185

## Secretary

### Gaelscoil Eoin

Plás Haddington Droichead na Dothra Baile Átha Cliath 4 D04 CP 27  
<https://www.gaelscoileoin.ie>



#### MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Jul 23 2024 16:23:46
Application Closing Date:	Wed Aug 7 2024
Commencement Date:	Mon Aug 26 2024
Status of Post:	Part-Time
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:	4
Current Enrolment:	50
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 Eoin duine feiliúnach a cheapadh mar rúnaí scoile. Is Gaelscoil nuabhunaithe í Gaelscoil Eoin, atá suite i nDroichead na Dothra, BÁC 4.

Is post páirtaimseartha é seo agus tá 12 uair a chloig oibre i gceist. Tá solúbthacht ag baint leis na huaireanta oibre. Beidh tuarastal don phost seo bunaithe ar na socrúithe do rúnaithe mar a leagtar amach i gCiorclán 0036/2022

Na príomhfhreagrachtaí a bhaineann leis an ról seo ná:

- Feidhmiú mar fhoinsé teagmhála tosaigh na scoile do chuariteoirí 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 gearr tréimhsiúil ar thaifead airgidís na scoile: cuntais laethúla, sonraisc, íocaíochtaí isteach a bhainistiú, íocaíochtaí amach a phróiseáil.
- Riarachán ginearálta scoile agus bainistiú oifige.
- Soláthar acmhainní

Tá an ceapachán ag brath ar riachtanais Ghrinnfhiosrúcháin an Gharda Síochána.

Is Gaelscoil í seo mar sin beidh ardchaighdeán Gaeilge ag teastáil ón iarratasóir.  
Seol Litir iarratais mar aon le CV agus liosta moltóirí chuig

iarratais@gaelscoileoin.ie

Dáta deiridh le haghaidh iarratais: Céadaoin 07/08/24

Post ag tosú: Luan 26/08/24

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	20539M
<b>Apply To:</b>	iarratais@gaelscoileoin.ie
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 4
<b>Enquiries To:</b>	<a href="mailto:priomhoide@gaelscoileoin.ie">priomhoide@gaelscoileoin.ie</a>
<b>Website:</b>	<a href="https://www.gaelscoileoin.ie">https://www.gaelscoileoin.ie</a>
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