

ADVERT ID 226067

Secretary

Scoil Aban Naofa

Baile Mhúirne Magh Chromtha P12HW02
<https://scoilaban.com>



MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Wed Oct 9 2024 09:44:39
Application Closing Date:	Fri Oct 18 2024
Commencement Date:	Mon Nov 4 2024
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
School Patronage:	Catholic
Classification:	Scoil sa Ghaeltacht
Total No. of Teaching Staff:	9
Current Enrolment:	147
Droichead school:	Yes
	Gaelscoil

POST DETAILS

Additional Information:

Ba mhian le Bord Bainistíochta Scoil Ábán Naofa duine a cheapadh mar rúnaí scoile. Is post páirtaimseartha é seo agus tá 16 uair a chloig oibre in aghaidh na seachtaine i gceist. Tá solúbthacht ag baint leis na huaireanta oibre. Beidh tuarastal don phost seo bunaithe ar na socruithe do rúnaithe mar a leagtar amach i gCiorclán 0036/2022. Tá an leibhéal iontrála don ról seo ar an 1ú pointe den scála mura bhfuil taithí oibre roimhe sin ag an iarrthóir mar rúnaí scoile de réir téarmaí agus coinníollacha imlitir an rialtais. Na príomhfhreagrachtaí a bhaineann leis an ról seo ná:

- Feidhmiú mar fhoinse 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.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 15346U
Apply To: scoilaban2024@gmail.com
County: Cork
Enquiries To: priomhoide@scoilaban.com
Website: <https://scoilaban.com>

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.