

ADVERT ID 239148

Secretary

Gaelscoil Phortlaoise

Cnoc an tSamhraidh Bothar an tSráidbhaile Portlaoise R32YA66
<https://www.gaelscoilphortlaoise.net>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jun 18 2025
Application Closing Date: Mon Jul 7 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Permanent
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: 22
Current Enrolment: 390
Droichead school: Yes
Gaelscoil

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:

Rúnaí Lánaimseartha ag Teastáil /Full-Time Secretary Required in Gaelscoil Phortlaoise

Tá an ceapachán seo ag brath ar ghrinnscrúdú Reatha & ní mór don iarrthóir rathúil traenáil TUSLA agus Cúmhach Linbh a bhaint amach.

Caithfidh an iarrthóir a bheith cumasach i nGaeilge agus i mBéarla.

Taithí oifige/ taithí le hobair rúnaíochta/ riaracháin riachtanach, maraon le scileanna idirphearsa iontacha.

Ní mór ach go mbeadh iarrthóirí cumasach i gcúntasaí, i bpárolla agus scileanna TE a bheith ar a dtail acu- Word, Excel, Database, Digital Media srl.

Beidh dualgaisí breise san áireamh i dtacaíocht leis an bpríomhoide, an leasphríomhoide agus an fhoireann.

An bhuncáilíocht atá ag teastáil ná Ardeist nó cáilíocht eile den leibhéal céanna.

Ba cheart go mbeadh beirt réiteoir luaite (Uimhreacha teagmhála san áireamh).

Cuir d'iarratas (Litir Iarratais & CV) go cathaoirleach@gaelscoilphortlaoise.net roimh an 7ú Iúil 2025 (12.00 i.n.).

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection Training.

This position is subject to a 6 month probationary period.

Candidate must be proficient in both Irish and English.

Experience in office/secretarial work/ administration or related environment is essential as are excellent interpersonal skills.

Applicant must be proficient in accounts and pay-roll administration and have excellent computer skills-Word, Excel, Database, Digital Media etc.

The post will include additional secretarial duties in support of the Principal, Deputy Principal and staff.

Minimum qualification: Leaving Cert or equivalent

Applications must include at least two referees (Include contact details).

Appointment subject to Garda Vetting and the successful candidate will be required to undertake TUSLA and Child Protection training.

Please send a letter of application & CV to cathaoirleach@gaelscoilphortlaoise.net no later than July 7th 2025 (12.00 pm).

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	200810
Apply To:	cathaoirleach@gaelscoilphortlaoise.net
County:	Laois
Enquiries To:	cathaoirleach@gaelscoilphortlaoise.net
Website:	https://www.gaelscoilphortlaoise.net