

ADVERT ID 242033

Secretary / Administrator

Pobalscoil Ghaoth Dobhair

An Rúnaí, An Bord Bainistíochta, Pobalscoil Ghaoth Dobhair Luinneach, Na Doirí Beaga Leitir Ceanainn, Co. Dhún na nGall. F92 HX52

<https://www.psgd.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Wed Jul 30 2025
Application Closing Date:	Wed Aug 13 2025
Commencement Date:	Mon Sep 1 2025
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Community School
Current Enrolment:	440
Droichead school:	No
	Gaelcholáiste

POST DETAILS

Additional Information:

Is scoil lán Ghaeilge í Pobalscoil Ghaoth Dobhair. Ní mór d'iaratasóirí taithí a bheith acu i bpost riaracháin agus eolas a bheith acu ar phacáistí cuntasaíochta & párolla. Tá scileanna láidre IT de dhíth, go háirithe MS Office, Word, Excel agus Publisher srl, riachtanach.

Bheadh sé ina bhuntáiste dá mbeadh eolas roimhe seo ag an iaratasóir ar PPOD, OLCS, VSWare & NIMS. Ní mór d'iaratasóirí a bheith eagraithe go maith le scileanna idirphearsanta den scoth.

Beidh ar an té a cheapfar teagmháil a dhéanamh le tuismitheoirí, foireann na scoile, scoláirí agus cuairteoirí go pearsanta, ar an fón nó ríomhphost go cúirtéiseach agus go proifisiúnta.

D'fhéadfadh go mbeadh gearr liostáil i bhfeidhm. Caithfidh an té a cheapfar grinnfhiosrúchán an Gharda Síochána a bheith déanta. Beidh na hAgallaimh ar siúl na seachtainí 18/08/2025 - 05/09/2025.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91409A
Apply To: An Rúnaí, An Bord Bainistíochta,
Pobalscoil Ghaoth Dobhair
Luinneach, Na Doirí Beaga
Leitir Ceanainn, Co. Dhún na nGall.
F92 HX52
County: Donegal
Enquiries To: oifig@psgd.ie
Website: <https://www.psgd.ie>

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