

ADVERT ID 244564

Secretary

Gaelscoil na Camoige

Bóthar an Úlloird Cluain Dolcáin BÁC 22 Cluain Dolcain
<https://www.gsnc.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sat Sep 13 2025
Application Closing Date: Sat Sep 27 2025
Commencement Date: Mon Oct 6 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 13
Current Enrolment: 231
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 bunscoile , Luan go Aoine ó a 8.30r.n go dtí a 3.00 i.n. de dhíth i nGaelscoil na Camóige, Cluain Dolcáin, BÁC 22 ag tosnú láithreach.

Beidh an rúnaí ag obair faoi stiúir an phríomhoide.

Tá ardscoileanna bainistíochta oifige, ardscoileanna cumarsáide agus ardscoileanna eagrúcháin de dhíth don phost. Tá eolas agus taithí in usáid na teicneolaíochta riachtanach don phost.

Bheadh tuiscint ag an té a cheapfar ar an tábhacht a bhaineann le rúndacht agus le bheith discréideach agus é/i i mbun a c(h)uid dualgaisí.

Ní mór don té a cheapfar a bheith líofa sa Ghaeilge

Secretary required on a Permanent basis in Gaelscoil na Camóige, Clondalkin, Dublin 22.

Monday to Friday 8.30am- 3.00pm.

Skills in office management, communication, organisation and computing are essential.

An understanding of the importance of confidentiality and discretion essential.

Will work under the direction of the Principal.

A high standard of spoken Irish essential.

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19991A
Apply To: Bóthar an Úlloird
Cluain Dolcáin
BÁC 22
Cluain Dolcain
County: Dublin
Postal District: Dublin 22
Enquiries To: aoife_nir@gsnc.ie
Website: <https://www.gsnc.ie>
Further Information: <https://www.gsnc.ie>

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