ADVERT ID 264312

Secretary

SN Chill Charthaigh

Kilcar N/A F94 KC99

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Nov 19 2026
Application Closing Date:	Fri Nov 27 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Classification:	DEIS Rural
Total No. of Teaching Staff:	7
Current Enrolment:	112
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:
Fáilteann Bord Bainistíochta Scoil Chartha Naofa chuig iarratas don phost rúnaí scoile. Ta an post ar feadh 30 uair sa t-seachtain, le tuarastal agus saoire bhliantiúil de réir socruithe Roinn Oideachais do rúnaí scoile

Is códanna lárnach den phobal scoile é rúnaí scoile, ag bainistiú oifig na scoile ar bhealach fáilteach, gairmiúil agus discréideach.

Ba chóir don iarratasóir idéalach a bheith aige/aici:

1. Cáilíochtaí agus/nó táithí abhartha i suíomh comhionann
2. Leibhéal ard líofachta i dteicneolaiocht na hEolais agus Cumarsáide
3. Leibhéal iontach i labhairt, éisteacht agus scríbhneoireacht na Gaeilge
4. Scileanna riaracháin agus eagraíochta den scoth.
5. Eolas agus tuiscint ar GDPR, coimeád taifead maith agus cloí le treoracha na Roinne Oideachais.
6. Aithne maith ar obair le bunachair sonraí ar líne amhail (i.e. POD, OLCS agus Aladdin)
7. Incháilltheacht maidir le coimeád taifeadtaí airgeadais, córais íochtaiochta ar líne agus an cumas oibriú mar chuid de fhoireann
8. Cumas pleanáil agus obair go h-éifeachtach ar do thionscnamh féin agus mar chuid de fhoireann.

Beidh scagadh iarratas ar siúl agus glaofar ar na hiarratasóirí atá roghnaithe le haghaidh agallaimh.

Ta an post faoi réir fíorbhearthaisnéis na nGardaí, críochnú na scabhadh níochaine Medmark agus beidh ar an iarrathóir dul faoi Oilliúint Chosanta Paistí

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19685Q
Apply To:	office@scoilcharthanaofa.ie
County:	Donegal
Further Information:	https://gmail.com

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