

ADVERT ID 161540

## Secretary

### Scoil Chronain

An tSráid Mhór Ráth Cúil N/A D24YW81  
<https://www.scoilchronain.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Oct 11 2021 17:35:56  
**Application Closing Date:** Mon Oct 25 2021  
**Commencement Date:** Mon Nov 15 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** Gaelscoil  
**Total No. of Teaching Staff:** 22  
**Current Enrolment:** 394  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Is gaelscoil í Scoil Chrónáin. Tá Gaeilge bhunúsach riachtanach don phost mar rúnaí scoile agus ní mór don té a cheapfar a bheith sásta léamh agus scríobh na Gaeilge a fheabhsú, má iarrtar é.

Freagrachtaí: Key Responsibilities:

Fáilteoir: Key point of initial contact for all visitors and inquiries

Cumarsáid: Managing school communications: phone, email, databases e.g. Aladdin, POD etc

Riaracháin: General school administration and office management -photocopying, laminating, administration of Enrolment process etc.

Airgeadas: Ongoing management of e-payments / financial accounts

Seirbhísí: Procurement of resources and liaising with representatives of service providers, suppliers, school users and visitors.

Scileanna: Competencies:

Rúndacht: Discretion and the ability to maintain strict confidentiality

Gaeilge: A certain proficiency and willingness to learn and improve if deemed necessary

Cumarsáid: Strong interpersonal, communication and customer service abilities

Teicneolaíocht: Excellent I.T. skills and willingness to up-skill as needed

Mionsonraí: Strong ability in regard to attention to detail

Neamhspleáchas: Ability to work independently and as part of a team

Pleanáil: Excellent planning and organisational ability

Comhoibriú: Ability to work closely with the Principal

Solúbacht: Ability to be flexible in the varied demands of the job

Taithí: Experience working in a busy work environment

Páistí: Ability to relate well with children

Eiteas: Ability to uphold the ethos of the school

Please put 'Post an Rúnaí Scoile' in subject line of email application.

Promhadh agus Grinnfhiosrúchán: This position is subject to Garda Vetting and a 6-month probationary period.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	19503H
<b>Apply To:</b>	An Cathaoirleach, Scoil Chrónáin An tSráid Mhór Ráth Cúil N/A D24YW81
<b>County:</b>	Dublin
<b>Postal District:</b>	County Dublin
<b>Enquiries To:</b>	<a href="mailto:scpoist@mail.com">scpoist@mail.com</a> 0851827111
<b>Website:</b>	<a href="https://www.scoilchronain.ie">https://www.scoilchronain.ie</a>

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.