

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

Neamhspléachas: 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

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

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