ADVERT ID 164200

General

Coláiste UISCE

Cuan Eilí O.P. an Chlochair Béal an Átha F26HF10
https://www.uisce.ie

Coláiste UISCE

MAIN DETAILS

Status:	Deactivated
Level:	Other Education
Date Posted:	Fri Dec 17 2021 11:39:35
Application Closing Date:	Mon Jan 24 2022
Commencement Date:	Mon Feb 28 2022
Status of Post:	Permanent
Number of Vacancies:	1

POST DETAILS

Title:
Bainisteoir Oideachais (Education Manager)

Description:
Cur síos ginearálta an ról:
Beidh an té a cheapfar freagrach as forbairt a dhéanamh ar an gcaighdeán Gaeilge sa Choláiste agus sa cheantar, mar shampla na mná tí. Bíonn scileanna eagrúcháin den scoth ag teastáil don ról seo agus duine le taithí riaracháin agus taithí bainistíochta a dhéanamh orthu féin agus ar fhoireann. Beidh scileanna ríomhaireachta, go mór mór le Microsoft Office, Excel agus na méain digiteach riachtanach don ról.
Dúlgaisí eile:
? Freagrach as earcaíocht agus bainistiú na fóirne oideachais.
? Forbairt Choláiste UISCE agus forbairt a dhéanamh ar phlean gnó chun Coláiste Gaeltachta uisce a fhás
? Siollabais UISCE a fheabhsú agus a fhorbairt.
? Eagrú agus bainistíocht ar na cúrsaí Samhraidh ar fad I gColáiste Gaeltachta UISCE
? Ullmhúchán cuí roimh tús na cúrsaí (Cúrsaí an tSamhradh agus Cúrsa na Cásca)
? Deileáil le ceisteanna, gearáin nó moltaí ó chustaiméirí, tuistí, múinteoirí agus mic-léinn
? Tacaíocht a thabhairt don phríomhoide nuair atá siad ag plé le mic léinn nuair atá tinneas, uaigneas baile nó maistíneacht I gceist.
? Bí páirteach i lorg foinsí nua maoinithe agus cabhraigh le iarratais do deontais mas gá.
? Freagrach as teagmháil a dhéanamh le: -An Roinn Ealaíon, Oidhreachta & Gaeltachta - C.O.N.C.O.S -An Roinn Oideachais

General job description:
The successful candidate will be responsible for the development of Irish within the college and the local community, e.g. amongst " na Mna Ti". They will need to have good organisation skills and have experience in administration and managing a team. Computer skills, in particular using Microsoft Office and Excel packages is essential for this role.
Other duties are:
? Human Resource Management / Mentoring
? Responsible for the recruitment & management of all the education staff
? Development of the Coláiste UISCE Business plan to help grow and develop the Gaeltacht college
? Improvement and development of the UISCE syllabi
? Organization and effective operation of all Coláiste UISCE Gaeltacht college courses
? Effective preparation prior to commencement of courses (Easter & summer)
? Deal with customer queries / complaints from customers, parents, teachers, students.
? Support the Príomhoide in dealing with all student-related issues - illness, homesickness, bullying etc.
? Be involved in sourcing new funding and grant applications as necessary

? Responsible for communication with / liaising with;
- An Roinn Ealaíon, Oidhreachta & Gaeltachta - C.O.N.C.O.S - governing body for Irish colleges within the Republic of Ireland - An Roinn Oideachais
? Any other tasks as deemed necessary by UISCE management, particularly during the Summer months

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To:	Cuan Eilí O.P. an Chlochair Béal an Átha F26HF10
County:	Mayo
Enquiries To:	jobs@uisce.ie 09782111
Website:	https://www.uisce.ie
Further Information:	https://www.uisce.ie

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