

ADVERT ID 164811

Secretary

Scoil Chronain

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

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Jan 17 2022 10:19:07
Application Closing Date: Mon Jan 31 2022
Commencement Date: Mon Feb 14 2022
Status of Post: Permanent
Number of Vacancies: 1
This is a readvertisement

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

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: Is Gaelscoil Chaitliceach í Scoil Chrónáin. Tá Gaeilge bhunúsach riachtanach don phost mar rúnaí scoile agus ní mór don té a cheapfar a bheith sásta a scileanna 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.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19503H
Apply To: scpoist@mail.com
County: Dublin
Postal District: County Dublin
Enquiries To: scpoist@mail.com
014588889
Website: <https://www.scoilchronain.ie>

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