

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:CatholicClassification:GaelscoilTotal No. of Teaching Staff:22Current Enrolment:394Droichead 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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