

ADVERT ID 130970

## Secretary

### Gaelscoil Riabhach

Gaelscoil Riabhach Cois Móna Baile Locha Riach Gaillimh H62TK22

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Primary
<b>Date Posted:</b>	Fri Dec 20 2019 11:37:57
<b>Application Closing Date:</b>	Wed Jan 15 2020
<b>Commencement Date:</b>	Thu Jan 23 2020
<b>Status of Post:</b>	Fixed-term
<b>Number of Vacancies:</b>	1

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	An Foras Patrunachta
<b>Classification:</b>	Gaelscoil
<b>Total No. of Teaching Staff:</b>	11
<b>Current Enrolment:</b>	197
<b>Droichead school:</b>	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:** Ba mhian le Bord Bainistíochta Ghaelscoil Riabhach duine feiliúnach a cheapadh mar rúnaí scoile ó Mhí Feabhra 2020. Is post páirt-aimseartha é seo ar chonradh trí bliana. Beidh 30 uair a chloig oibre i gceist thar 5 lá na seachtaine: Luain go Aoine.

The Board of Management of Gaelscoil Riabhach wish to appoint a suitable candidate to the position of school secretary commencing February 2020. This is a part-time position three-year contract. The working week will consist of 30 hours over 5 working days: Monday to Friday.

Na príomhfhreagrachtaí a bhéas ag an ról seo ná:

- Feidhmiú mar fhoinsé teagmhála tosaigh na scoile do chuiditheoirí agus plé lena bhfiosrúcháin.
- Córas cumarsáide na scoile a bhainistiú: fóin, ríomhphoist, Aladdin, nuachtlitreacha, litreacha srl.
- Uasdátú agus eagrúchán taifid na scoile: Aladdin, POD, córas íocaíochta OLCS agus comhaid.
- Bainistiú gearrtréimhseach ar thaifead airgidis na scoile: cuntais laethúla, sonraisc, íocaíochtaí isteach ar Aladdin a bhainistiú, íocaíochtaí amach a phróiseáil.
- Riarachán ginearálta scoile agus bainistiú oifige.
- Soláthair acmhainní agus taistil scoile

The key responsibilities of this role are as follows:

- Act as the first point of contact for all visitors to the school and respond to their enquiries
- Managing school communications: phone, email, Aladdin, newsletters, postage etc.
- Update and organisation of school records: Aladdin, POD (Pupil Online Database) OLCS

payment system and filing.

- Short-term management of school financial records: daily accounts, invoices, incoming payments on Aladdin and processing outgoing payments.
- General school administration and office management.
- Procurement of resources and school transport

Bheadh na scileanna seo a leanas ag teastáil:

- Cumas maith Gaeilge labhartha agus scríofa
- Cumas maith in úsáid TEC
- Cumas oibriú go neamhspleach
- Scileanna láidre idirphearsanta agus cumarsáide (idir scríofa agus labhartha)
- Scileanna láidre eagrúcháin
- Discreíd agus cumas rúndacht a choinneáil
- Taithí oibriú i dtimpeallacht oibre atá éilitheach agus gnóthach.
- Bheadh taithí oibriú le páistí/ áit oibre páistédhírithe inmhianta ach níl sé riachtanach. Tá an ceapachán ag brath ar riachtanais Grinnfhiosrúcháin an Gharda Síochána

The following skills are required:

- Proficiency in spoken and written Irish
- Proficiency in ICT
- Ability to work independently
- Strong interpersonal and communication skills (both written and oral)
- Strong organisational skills
- Discretion and the ability to maintain strict confidentiality
- Experience working in a demanding, busy work environment.
- Experience working in a child-centred environment would be desirable but not essential.

The position is subject to current Garda Vetting requirements

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	20123E
<b>Apply To:</b>	post1920gsriabhach@gmail.com
<b>County:</b>	Galway
<b>Enquiries To:</b>	post1920gsriabhach@gmail.com +91847865

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