

ADVERT ID 171801

## Secretary

### Gaelscoil Riabhach

Gaelscoil Riabhach Cois Móna Baile Locha Riach Gaillimh H62TK22

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sun Jun 12 2022 19:38:49
Application Closing Date:	Fri Jul 8 2022
Commencement Date:	Thu Aug 25 2022
Status of Post:	Fixed-term
Number of Vacancies:	1

#### SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	An Foras Patrunachta
Classification:	Gaelscoil
Total No. of Teaching Staff:	11
Current Enrolment:	197
Droichead school:	Yes
	Gaelscoil

#### 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 Lúnasa 2022. 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 August 2022. 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 chuairteoirí 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 queries

- 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
- Discreid agus cumas rúndacht a choinneáil
- Taithí oibriú i dtimpeallacht oibre atá éilitheach agus gnóthach.
- Bheadh taithí oibriú le páistí/ áit oibre páistédhíithe 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
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20123E  
**Apply To:** Gaelscoil Riabhach  
 Cois Móna  
 Baile Locha Riach  
 Gaillimh  
 H62TK22  
**County:** Galway  
**Enquiries To:** [oifig@gaelscoilriabhach.ie](mailto:oifig@gaelscoilriabhach.ie)  
 +91847865