

ADVERT ID 245214

Secretary

Gaelscoil Mhichíl Uí Choileáin

Bóthar Chnoc na Raithní Cloch na gCoillte P85YV90
<https://www.gsmc.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Wed Oct 1 2025
Application Closing Date: Thu Oct 9 2025
Commencement Date: Mon Nov 3 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: An Foras Patrunachta
Classification: Gaelscoil
Total No. of Teaching Staff: 24
Current Enrolment: 381
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:

Tá Gaelscoil Mhíchíl Uí Choileáin ag lorg rúnaí díograiseach, cumasach le taithí oifige.

Is post 37 uair in aghaidh na seachtaine é, thar tréimhse cúig lá.

Gaelscoil Mhichíl Uí Choileáin is seeking an enthusiastic, hard-working School Secretary who is competent and experienced in Office Administration. The position is for 37 hours per week over 5 days.

The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries.

Tá ról an rúnaí scoile lárnach i bhfeidhmiú laethúil na scoile trí ard chaighdeán riaracháin agus seirbhís ghairmiúil oifige a chur ar fáil.

The role of the school secretary is to contribute to the smooth running of the school through the provision of high-quality administration and a professional office service.

Beidh an té go n-éireoidh lei/leis ina b(h)all lárnach de phobal na scoile agus beifear ag súil go gcomhlíonfar na dualgaisí oifige ar bhealach fáiltiúil agus gairmiúil i gcónaí

The successful candidate will be an integral part of the school community and will be required to carry out their duties in the school office in a welcoming and professional manner at all times.

Rachaidh an té a cheapfar i mbun dualgaí de réir mar a chinnfidh an Príomhoide agus/nó an Bord Bainistíochta.

The successful candidate will undertake duties pertaining to the role as may be decided by the Principal and/or the Board of Management.

Tá an post ar bhonn trialach ar feadh sé mhí

This position is subject to a probationary period of 6 months.

Beidh an ceapachán seo ag braith ar Iniúchadh na nGárdaí agus beidh sé de dhualgas ar an iarrthóir rathúil freastal ar Oiliúint Cosanta Leanaí TUSLA.

This appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA child protection training.

Ba chóir go mbeadh na tréithe seo a leanas ag an iarrthóir cuí :

Applicants should have:

- Gaeilge - líofacht áirithe sa Ghaeilge a chuirfidh ar chumas an iarrthóra dul i ngleic go muiníneach le gnáth imeachtaí laethúla na Gaelscoile.

Gaeilge - a level of conversational Irish that will enable the successful candidate to engage competently with the everyday workings of a Gaelscoil.

- Cáilíocht aitheanta i riarachán oifige

Recognised Qualifications in office administration

- Taithí ar bheith ag feidhmiú i dtimpeallacht ghnóthach oifige agus/nó taithí rúnaíochta ag obair i dtimpeallacht pháiste lárnach

Experience of operating in a busy office environment and/or secretarial experience working in a child-centred environment.

- Scileanna riaracháin agus eagrúcháin den scoth, deá mhodhanna taifead agus ag cloí le nósanna imeachta agus polasaithe na scoile.

Excellent administrative and organisational skills, ensuring good record-keeping and adherence to school procedures & policies.

- Scileanna idirphearsanta den scoth, lena n-áirítear scileanna cumarsáide ó bhéal agus scríofa.

Excellent interpersonal skills, including oral and written communication skills.

- Ardleibhéal inniúlachta sa teicneolaíocht fáisnéise, in úsáid Microsoft Office agus feidhmchláir eile ar líne.

A high level of proficiency in I.T. and in the use of Microsoft Office and other online applications.

- An cumas cabhrú leis an bPríomhoide le tascanna riaracháin laethúla, le hiarratais ar chruinnithe agus le hamanta imeachtaí a eagrú.

The ability to assist the Principal with the daily administration tasks, meeting requests and scheduling events etc.

- A bheith toilteanach pleanáil agus obair a dhéanamh go héifeachtach as a stuaim féin agus solúbthacht á léiriú de réir dúshláin an phoist.

A willingness to plan and work efficiently on one's own initiative and show flexibility consistent with the nature of the job.

- A bheith oscailte do scileanna nua a fhoghlaim agus dul i ngleic le dúshláin nua.

Openness to learning new skills and taking on new challenges.

- Taithí ar chothabháil trealaimh agus soláthairtí oifige, agus ar chumarsáid ráthúil le soláthróirí na seirbhísí cuí.

Experience in the maintenance of office equipment and supplies and of liaising successfully with representatives of service providers, suppliers etc.

- Meas a léiriú ar éiteas na scoile

Respecting the ethos of the school.

- Cabhrú le heagrú imeachtaí agus gníomhaíochtaí scoile

Assisting with the organisation of school events and activities

- Beidh ardleibhéal rúndachta, gairmiúlachta agus discréid de dhíth ar an iarrathóir rathúil i gcónaí.

A high level of confidentiality, professionalism and discretion will be expected from the successful candidate at all times.

Ní bhfaighidh ach iad siúd a bheidh á nglaoch chun agallaimh cumarsáid agus tá sé beartaithe go seolfar na cuireadhcháin chuig agallaimh laistigh de choicís ón dáta deiridh.

Only those who are being called to interview will receive communication and it is intended that the invitations to interview will be issued within 2 weeks from the closing date.

Iarratas trí ríomhphost amháin.

Application by email only.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20006A
Apply To: priomhoide@gsmc.ie
County: Cork
Enquiries To: priomhoide@gsmc.ie
Website: <https://www.gsmc.ie>

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