

ADVERT ID 262739

Secretary

Gaelscoil Chaladh an Treoigh

Dublin Road Newcastle Castletroy Limerick V947N32

<https://www.gaelcat.com>

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Sep 28 2026
Application Closing Date:	Fri Oct 9 2026
Commencement Date:	Mon Nov 2 2026
Status of Post:	Permanent
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:	22
Current Enrolment:	416
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:

Is bunscóil luath thumadh iomlán í Gaelscoil Chaladh an Treoigh. Tá Gaeilge mhaith ag teastáil don phost mar rúnaí scoile agus ní mór don té a cheapfar a bheith sásta a gcuid Gaeilge a fheabhsú, má iarrtar é. Dearcadh oscailte i leith foghlaim na Gaeilge ag teastáil.

The successful candidate is expected to have a good standard of Irish and be willing to improve their competency while working in the position, if requested. Openness to learning/improving level of Irish is required.

FREAGRACHTAÍ/KEY RESPONSIBILITIES

Fáilteoir: Key point of contact for all visitors and enquiries

Cumarsáid: Managing school communications: phone, newsletter, email, databases e.g. Aladdin Connect, POD(Pupil Online Database), etc

Riarachán: General school administration and office management, administration of enrolment process, provide clerical and admin support

Airgeadas: Management of e-payments/financial accounts/payments/invoices

Seirbhísí: Procurement of resources and liaising with service providers, suppliers etc

Polasaithe: Facilitating the organisation of school policies and procedures

SCILEANNA/COMPETENCIES

Éiteas: Ability to uphold the ethos of the school

Rúndacht: Discretion and the ability to maintain strict confidentiality
Cumarsáid: Strong interpersonal and communication abilities
Teicneolaíocht: IT skills desirable for update of website, Proficiency in Word Processing, Excel, IT skills - willingness to upskill as needed
Cosaint Sonraí: Knowledge and upskilling in relation to up to date GDPR practices
Mionsonraí: Strong ability in regard to attention to detail
Neamhspléachas: Ability to use own initiative, to work independently and as part of a team
Pleanáil: Excellent planning and organisational skills
Comhoibriú: Ability to work closely with Principal, staff, Board, Parents Association
Solúbacht: Ability to be flexible in the varied demands of the job
Taithí: Experience working in a busy environment, experience working with FSSU templates desirable but not essential
Páistí: Ability to relate well to children
The above job description is not exhaustive.

Promhadh agus Grinnfhiosrúchán: The position is subject to compulsory Garda Vetting and a 6 month probationary period
Déanfar teagmháil leo siúd a fhaigheann cuireadh chun agallaimh/Only shortlisted candidates for interview will be contacted.
Cuir do Curriculum Vitae ar ríomhphost le sonraí teagmhála do mholtóirí, chuig runai@gaelcat.com ar nó roimh meánlae ar 9 Deireadh Fómhair 2026
Please send Curriculum Vitae, with contact details for referees, by email to runai@gaelcat.com on or before 12noon on 9th October 2026

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

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: 20148U
Apply To: runai@gaelcat.com
County: Limerick
Website: <https://www.gaelcat.com>

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