

ADVERT ID 263009

Secretary

Gaelscoil Donncha Rua

Bóthar Linne Sionna Co. An Chláir Shannon V14NF84
<https://www.gdr.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Oct 6 2026
Application Closing Date: Mon Oct 19 2026
Commencement Date: Mon Nov 9 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: Gaelscoil
Total No. of Teaching Staff: 7
Current Enrolment: 73
Droichead school: No
Gaelscoil

POST DETAILS

Additional Information:

10 uair gach seachtain/ 10 hours per week

Gaeilge líofa/Fluent Irish speaker

Scileanna riaracháin/Administrative skills

Scileanna láidre TF/Strong IT skills

Eolas ar chórais riaracháin scoile (POD & Aladdin)/ Knowledge of school admin systems: POD & Aladdin

Tuiscint mhaith ar GDPR/Good understanding of GDPR and data protection

[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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19849U
Apply To: An Cathaoirleach
Gaelscoil Donncha Rua
Bóthar Linne
Sionna
Co. An Chláir
Shannon
V14NF84
Aisling@gdr.ie
County: Clare
Website: <https://www.gdr.ie>
Further Information: <https://www.gdr.ie>

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