

ADVERT ID 231471

## Secretary / Administrator

### Gaelcholáiste Dhún Dealgan

Robin House The Ramparts Dundalk A91XC59

<https://www.gcdd.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Tue Apr 1 2025 16:02:39
<b>Application Closing Date:</b>	Wed Apr 30 2025
<b>Commencement Date:</b>	Tue May 6 2025
<b>Status of Post:</b>	Part-Time
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	18.5

#### SCHOOL DETAILS

<b>School Type:</b>	Secondary School
<b>School Structure:</b>	Co-Educational
<b>Droichead school:</b>	Yes

#### POST DETAILS

**Additional Information:**

Tá Bord Bainistíochta Ghaelcholáiste Dhún Dealgan ag lorg rúnaí scoile páirtaimseartha, 18.5 uair sa tseachtain (maidineacha).

Is post páirtaimseartha é seo, agus ba chóir d'iaratasóirí taithí a bheith acu i ról riaracháin/rúnaíochta agus roinnt eolais a bheith acu ar chuntais agus ar bhuiséadú. Tá scileanna láidre IT, agus tuiscint ar Sage Payroll (nó a leithéid) riachtanach freisin.

Is scoil dara leibhéal lán-Ghaeilge í Gaelcholáiste Dhún Dealgan. Is í an Ghaeilge teanga na hoibre. Caithfidh caighdeán ard Gaeilge labhartha agus scríofa a bheith ag an té a ceaptar. Caithfidh iaratasóirí scileanna eagrúcháin agus scileanna idirphearsanta den scoth a bheith acu. Cuirfear oiliúint ar fáil don té a a ceaptar sa phost.

D'fhéadfadh gearrliostú a bheith i gceist.

Beidh an ceapachán faoi réir faomhadh ón Aire Oideachais, grinnfhiosrúcháin an Gharda Síochána agus measúnú leighis réamhfhostaíochta. Socraítear an tuarastal de réir an scála a leagann an Roinn Oideachais amach (féach gov.ie).

The Board of Management of Gaelcholáiste Dhún Dealgan invites applications for the position of part-time school secretary, 18.5 hours per week (mornings).

This is a part-time position, and applicants should have previous experience in an admin/secretarial role and have knowledge of accounts and budgeting. Strong IT skills, and an understanding of Sage Payroll (or similar) are also required. Gaelcholáiste Dhún Dealgan is an Irish-medium second-level school. The language of the workplace is Gaeilge. The successful candidate must have a high standard of both spoken and written Irish.

Applicants must also be well organised with excellent interpersonal skills. Training will be provided to the successful candidate following appointment.

Shortlisting may apply.

Appointment will be subject to the sanction by the Minister for Education, compliance with Garda vetting requirements and pre-employment medical screening. Salary is determined by the scale set out by the Dept. of Education (see gov.ie).

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 68082K  
**Apply To:** [eolas@gcdd.ie](mailto:eolas@gcdd.ie)  
**County:** Louth  
**Enquiries To:** [eolas@gcdd.ie](mailto:eolas@gcdd.ie)  
**Website:** <https://www.gcdd.ie>  
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