

ADVERT ID 160095

Secretary

Belgrove Senior Girls' School

Seafield Road West Clontarf Dublin 3 DO3 T803

<https://www.belgroveseniorgirls.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Sat Sep 11 2021
Application Closing Date:	Thu Sep 23 2021
Commencement Date:	Mon Oct 11 2021
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Senior School
Gender:	Girls
School Patronage:	Catholic
Total No. of Teaching Staff:	20
Current Enrolment:	410
Droichead school:	Yes

POST DETAILS

Additional Information:

Belgrove Senior Girls' Primary School is a school with a Catholic ethos.

The School Secretary will support the School Principal and staff in the efficient operation and administration of the school and act as the main point of contact for pupils, parents and other visitors to the school. This is a permanent position.

EXPERIENCE AND REQUIREMENTS

Essential:

- Experience in a secretarial/administrative position, including human resource administration and front office communications
- ? Experience with computers and software programmes e.g. Email, MS Word, Excel, etc.
- ? Excellent literacy and numeracy skills
- ? Good oral and written communication and interpersonal skills
- ? Good administrative and organisational skills and attention to detail
- ? A sensitive and approachable nature and being comfortable working closely with children
- ? The ability to keep sensitive information strictly confidential
- ? Tact, diplomacy and patience
- ? The ability to remain calm under pressure
- ? Ability to deal flexibly with work demands
- ? The ability to work well as part of a team
- ? A willingness to use one's own initiative and innovate.

Desirable:

- Administrative skills to support the management of school accounts & finances, procurement and contracts.
- Experience with online banking
- Familiarity with educational systems, such as Aladdin, Esinet and POD systems.

- Familiarity with web publishing
- Familiarity with GDPR
- Certificate in First Aid or a willingness to undertake certification.

APPLICATION REQUIREMENTS

Please provide the following by Post in an envelope clearly marked "Secretary Application" addressed to:

The Chairperson, Dr. PJ Sexton,
Belgrove Senior Girls' School,
Seafield Road West,
Clontarf,
Dublin D03T803.

- Letter of Application, including an email address for notifications
- CV (Unbound/slide Binder)
- 3 Referees (including their name, role, out of hours contact no.)
- 2 x Written references

Please note that the closing date for applications is 23rd September 2021 at 5.p.m.

Suitable candidates will be invited by email to attend for interview. Interviews will be held on Tuesday 28th September 2021.

A detailed list of duties for this position is available on request from postanna@belgroveseniorgirls.ie

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Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	17148D
Apply To:	The Chairperson, Dr. PJ Sexton, Seafield Road West Clontarf Dublin 3 D03 T803
County:	Dublin
Postal District:	Dublin 3
Enquiries To:	postanna@belgroveseniorgirls.ie 01 8331888
Website:	https://www.belgroveseniorgirls.ie
Further Information:	https://www.belgroveseniorgirls.ie

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