

ADVERT ID 196735

## Secretary

### Griffith Barracks Multi Denominational School

The Old Guardhouse South Circular Rd DUBLIN 8 DUBLIN 8 D08KVY4  
<https://www.griffithbarracks.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Jun 21 2023 12:22:08  
**Application Closing Date:** Fri Jun 30 2023  
**Commencement Date:** Wed Aug 23 2023  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Educate Together  
**Total No. of Teaching Staff:** 22  
**Current Enrolment:** 405  
**Droichead school:** Yes

#### 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:

Griffith Barracks Multi-Denominational School is located in a new school building situated at The Old Guardhouse, S.C.R., Dublin 8. We currently have 21 teachers and 15 classes but are a growing school and will have 1 more class over the coming years. We are a happy and vibrant school and really value collegiality and cooperation amongst all staff.

We are looking for a part time Secretary to work 2 days a week from 8.30am to 3.00pm supporting the full time secretary and taking charge of book-keeping and accounts and helping with general office duties. The specific days and hours worked can be negotiated.

The school hopes to increase these hours as it grows.

The following skills are desirable:

Strong interpersonal skills

Proficiency in accounts

Excellent ICT skills required

Discretion and confidentiality

Flexibility

Ability to work independently in addition to working in partnership with the principal and the fulltime secretary.

This position is subject to Garda vetting and references.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

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Applications may be submitted by

- Email only

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- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 20012S  
**Apply To:** Applications by email only to [recruitsec@griffithbarracks.ie](mailto:recruitsec@griffithbarracks.ie)  
**County:** Dublin  
**Postal District:** Dublin 8  
**Enquiries To:** [office@griffithbarracks.ie](mailto:office@griffithbarracks.ie)  
**Website:** <https://www.griffithbarracks.ie>  
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