

ADVERT ID 238992

Secretary

Griffith Barracks Multi Denominational School

The Old Guardhouse South Circular Rd DUBLIN 8 DUBLIN 8 D08KYY4
<https://www.griffithbarracks.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jun 17 2025
Application Closing Date: Wed Jul 2 2025
Commencement Date: Mon Aug 25 2025
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 situated at The Old Guardhouse, S.C.R., Dublin 8. We currently have 22 teachers and 16 classes. 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.

Applications may be submitted by

- Email only

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:	20012S
Apply To:	recruitsec@griffithbarracks.ie
County:	Dublin
Postal District:	Dublin 8
Enquiries To:	office@griffithbarracks.ie
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