

ID FÃ°GRA 244624

RÃ°naÃ°

St. John the Baptist Infant Girls School

Belgrove IGS Seafield Road West Clontarf D03XK27
<https://www.belgrove.ie>



PRÃ°OMHSHONRAÃ°

StÃ°idas:	GnÃ°omhach
LeibhÃ°al:	Bunscoil
DÃ°ta PostÃ°ilte:	MÃ°irt MFÃ°mh 16 2025
SpriocdhÃ°ta le haghaidh larratas:	MÃ°irt MFÃ°mh 23 2025
DÃ°ta Tosaithe:	MÃ°irt MFÃ°mh 30 2025
StÃ°idas an Phoist:	TÃ°arma Seasta
LÃ°on na bhFolÃ°ntas:	1

SONRAÃ° SCOILE

CineÃ°il Scoile:	PrÃ°omhshruth
StruchtÃ°r na Scoile:	Scoil ShÃ°isearach
Inscne:	CailÃ°nÃ°
PÃ°itrÃ°nacht na Scoile:	Caitliceach
LÃ°on IomlÃ°in na mBall	12
Foirne MÃ°ointeoireachta:	
Rolla Reatha:	203
Scoil Droichead:	TÃ°i

SONRAÃ° AN PHOIST

PainÃ°al larratasÃ°irÃ°:

FÃ°adfar painÃ°al inmheÃ°inach dÃ°?iarratasÃ°irÃ° oiriÃ°nacha a bhunÃ° chun folÃ°ntais a lÃ°onadh a dÃ°?fhÃ°adfadh teacht chun cinn laistigh de thrÃ°imhse ama ar leith Ã°n dÃ°ta a fhaomhfaidh an Bord an t-iarrthÃ°ir rathÃ°il (ceithre mhÃ° i gcÃ°is poist mhÃ°inteora agus fad na scoilbhliana do phoist CRS).

Eolas Breise:

This is a full time, substitute position, is subject to the terms of Department of Education Circular 36/2022. Revision of Salaries and Annual Leave Arrangements for School Secretaries. This position is for a minimum period of 6 weeks. The working day is Monday to Friday: 08:30 to 14:30

The entry level for this role is on the first point of the pay scale unless the candidate has previous work experience as a School Secretary.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA, Child Protection Training and other related training.

The suitable candidate will be an integral part of the school community, working closely with the school Principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities include but are not limited to:

General secretarial and administrative duties consistent with the role of School Secretary as outlined in the skills/knowledge required below:

Working in close co-operation with Principal and Deputy Principal.

Dealing with parents, staff, pupils and visitors in a courteous and professional manner.

Organising, maintaining and updating school databases and filing systems to include: Aladdin

Managing school correspondence.

Co-ordination of internal communication (post, email, telephone etc).
Maintenance and filing of all documentation.
Liaising with the Chairperson, and school accountant.
Liaising with representatives of service providers, suppliers, school users and visitors.
Making necessary arrangements for school trips, meetings, interviews etc.
Carrying out other duties assigned by the Principal and related to the post of School Secretary.
To be aware of and comply with school policies and procedures, particularly in relation to child safeguarding, health and safety, confidentiality, data protection and report any concerns to the appropriate person.

Skills and Knowledge Required:

Excellent interpersonal and organizational skills.
Excellent communication skills (both verbal and written).
Excellent IT skills, including proficiency in Microsoft Office, TEAMS and other online applications.
The ability to assist the Principal with daily administrative tasks, meeting requests and scheduling events.
Discretion and the ability to maintain confidentiality in all areas of work, show an understanding and adherence to GDPR regulations.
Ability to work closely with the Principal/Deputy Principal, Board of Management and Staff.
Flexibility in the varied demands of the job.
Ability to prioritise, multitask and work to strict deadlines.
Relate well to children.
Positive outlook and willingness to contribute to the overall school development.
Commitment to uphold the Catholic ethos of the school.
Team orientated and collaborative with a flexible attitude.
Experience in a similar role is advantageous.
Applications may be submitted by email.
Email applications must be sent to postanna@belgrove.ie
Applications must be submitted by 2 pm on the closing date

RIACHTANAIS IARRATAIS

- [TÁ sÁ riachtanach go mbeadh DearbhÁ ReachtÁil bailÁ ag an duine a cheapfar agus go gcomhlÁinÁdh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- RÁiteoirÁ (ainm, rÁl, uimhir theagmhÁla.)
- CV (Digiteach)

Is fÁidir iarratais a chur isteach trÁ

- RÁomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	19007S
Cuir Iarratas Chuig:	Belgrove IGS Seafeld Road West Clontarf D03XK27
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 3
Ceisteanna Chuig:	postanna@belgrove.ie
SuÁomh GrÁasÁin:	https://www.belgrove.ie

Is ag IPPN atÁ an cÁipcheart i dtaca leis an fhaisnÁis san fhÁgra seo agus dÁanann IPPN Á a cheadÁnÁ le haghaidh ÁsÁjide ag cuardaitheoirÁ post amhÁin. NÁ fÁidir an fhaisnÁis atÁ ann a ÁoslÁdÁil, a chÁipeÁil nÁ a ÁsÁjid chun crÁocha ar bith eile, lena n-ÁjirÁtear a macasamhlÁ ar shuÁomhanna grÁasÁin earcaÁochta agus fÁgraÁochta eile, gan cead sainrÁjite i scrÁbhinn a fhÁil roimh rÁ Á IPPN.