

ADVERT ID 122087

## 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:	Wed Jun 12 2019 10:41:46
Application Closing Date:	Fri Jun 28 2019
Commencement Date:	Wed Aug 28 2019
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:	430
Droichead school:	Yes

#### POST DETAILS

##### Additional Information: VACANCY FOR SCHOOL SECRETARY

Belgrove Senior Girls' School is seeking to recruit a School Secretary.

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:

- ? 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
- ? Excellent literacy and numeracy skills
- ? Ability to deal flexibly with work demands
- ? Experience with computers and software programmes e.g. MS Excel and Word
- ? The ability to work well as part of a team
- ? A willingness to use one's own initiative.

###### Desirable:

- Previous experience in a secretarial/administrative position
- Experience of front office telecommunications
- Familiarity with GDPR
- Familiarity with the Aladdin, Esinet and POD systems

- Certificate in First Aid or a willingness to undertake certification
- Administrative skills to support the management of school finances.

#### APPLICATION REQUIREMENTS

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

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

- Letter of Application, including an email address for notifications
- CV
- 3 Referees (including their name, role, contact no.)

Please note that the closing date for applications is 28th June 2019.

Suitable candidates will be invited by email to attend for interview. Interviews will be held in early July.

A detailed list of duties for this position is available on request from [postanna@belgroveseniorgirls.ie](mailto:postanna@belgroveseniorgirls.ie)

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17148D  
**Apply To:** The Chairperson,  
Belgrove Senior Girls' National School  
Seafield Road West  
Clontarf  
Dublin 3  
D03 T803  
**County:** Dublin  
**Postal District:** Dublin 3  
 01 8331888  
**Website:** <https://www.belgroveseniorgirls.ie>

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