

ADVERT ID 235257

## Secretary

### Gardiner Street PS

Gardiner Street Primary School Belvedere Court Dublin 1 DO1H9C5  
<https://www.gardinerstreetschool.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Sat May 24 2025  
**Application Closing Date:** Mon Jun 9 2025  
**Commencement Date:** Mon Aug 25 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 31  
**Current Enrolment:** 320  
**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:

The Board of Management of Gardiner Street Primary School invites applications for the position of School Secretary in our vibrant and welcoming school.

##### Position Details:

Initial Hours: 32.5 hours per week with potential increase to 37 hours per week.  
Working Hours: 8:30 AM to 3:00 PM, Monday to Friday (there is some flexibility to this)

##### Role Overview

The School Secretary is an integral part of the school community, working closely with the school principal. The role requires managing the office in a welcoming, professional, and efficient manner.

##### Essential Qualities and Experience:

Discreet and trustworthy  
Experience in office management and administration  
Experience within an educational setting is desirable but not essential

##### Key Responsibilities (Please note, this is not an exhaustive list):

Serve as a warm and welcoming presence at the front office

Work closely with and support the Principal  
Exhibit a positive attitude towards learning and growth  
Demonstrate the ability to work on own initiative  
Maintain a calm and professional demeanor when dealing with parents, children, and staff  
Communicate fluently in English, both orally and in writing, with the wider school community  
Be highly organized with great attention to detail  
Proficient in Google Apps (e.g., Google Drive, Google Docs)  
Proficient in Microsoft Office, including Excel  
Familiarity with basic accounting and financial management, or an aptitude for learning about these skills  
Flexible and adaptable to the needs of the school  
Experience in maintaining office equipment and liaising with service providers and suppliers  
Carry out administrative duties assigned by the Principal  
Assist in organizing school events (e.g., booking venues/buses, liaising with providers and suppliers, setting up rooms)  
Maintain records of staff leave and support the substitute cover process  
Organize and maintain school database systems such as Aladdin, Online Claims System (OLCS), and Pupil Online Data (POD). Training will be provided as necessary.  
Ensure awareness of and compliance with school policies and procedures, particularly in relation to Child Safeguarding, Health and Safety, and GDPR/Data Protection

**Further Information:**

Applications must be submitted via email only, to [applications@gardinerstreetschool.ie](mailto:applications@gardinerstreetschool.ie)

References: A minimum of two referees are required; 3-4 is preferable

The appointment is subject to Garda vetting.

The successful candidate is required to undertake Tusla Child Protection training.

Final appointment is subject to a 6-month probation period and sanction by the Department of Education

An internal panel of suitable applicants may be established to fill vacancies arising within 6 months of the appointment.

The position will be subject to the terms of:

Circular 0036/2022: Revision of Salaries and Annual Leave Arrangements for School Secretaries

Circular 007/2024: Leave Entitlements for School Secretaries

Circular 0078/2024: Revision of Salaries for School Secretaries Previously Grant Funded

The entry level for this role is on the first point of the salary scale, unless the candidate has previous work experience as a school secretary.

The Department of Education and Skills (DES) may consider work experience completed in other relevant sectors.

The successful applicant must be available for training prior to starting

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

## Applications may be submitted by

- Email
- Post

## APPLY TO THIS JOB VACANCY

**Roll Number:** 12448N  
**Apply To:** Gardiner Street Primary School  
Belvedere Court,  
Dublin 1  
DO1H9C5  
**County:** Dublin  
**Postal District:** Dublin 1  
**Enquiries To:** [applications@gardinerstreetschool.ie](mailto:applications@gardinerstreetschool.ie)  
**Website:** <https://www.gardinerstreetschool.ie>

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