

ADVERT ID 244624

## Secretary

### St. John the Baptist Infant Girls School

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



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Sep 16 2025  
**Application Closing Date:** Tue Sep 23 2025  
**Commencement Date:** Tue Sep 30 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Junior School  
**Gender:** Girls  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 12  
**Current Enrolment:** 203  
**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:

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](mailto:postanna@belgrove.ie)  
Applications must be submitted by 2 pm on the closing date

## APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 19007S  
**Apply To:** Belgrove IGS  
Seafeld Road West  
Clontarf  
D03XK27  
**County:** Dublin  
**Postal District:** Dublin 3  
**Enquiries To:** [postanna@belgrove.ie](mailto:postanna@belgrove.ie)  
**Website:** <https://www.belgrove.ie>