

ADVERT ID 201368

## Secretary / Administrator

### The High School

Danum Zion Road Rathgar  
<https://www.highschoolublin.com>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Aug 21 2023 16:44:57  
**Application Closing Date:** Fri Sep 1 2023  
**Commencement Date:** Mon Sep 4 2023  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 800  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The High School is a Church of Ireland co-educational day school consisting of over 800 pupils with a well-established record as one of the leading secondary schools in Ireland.

The position of Admissions Officer is designed to manage the admissions process as The High School enters the next stage of its development; applications from suitably qualified persons are invited. The person appointed to this position will be a key member of the administrative staff reporting directly to the Principal. They will have responsibility for managing all aspects of the admissions process at The High School.

The successful candidate will have excellent and proven: organizational and administrative skills; high-level communication and inter-personal skills; marketing and event management experience; and an ability to work with a wide range of internal and external stakeholders.

Candidates should submit a covering letter and detailed CV with the names, addresses, and telephone numbers of three professional referees to the Principal at [recruitment@highschool.ie](mailto:recruitment@highschool.ie) before 12.00 noon on Friday 1 September 2023.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60670L  
**Apply To:** Mr G A Forrest  
The High School  
Danum  
Zion Road  
Rathgar  
Dublin 6  
**County:** Dublin  
**Postal District:** Dublin 6  
**Website:** <https://www.highschoolublin.com>

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