

ADVERT ID 234996

Secretary / Administrator

Santa Sabina Dominican College

Greenfield Road Sutton D13RD80

<https://www.santasabina.ie>

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Wed May 21 2025 11:14:36
Application Closing Date:	Wed Jun 4 2025
Commencement Date:	Wed Jun 11 2025
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	40

SCHOOL DETAILS

School Type:	Secondary School
Current Enrolment:	749
Droichead school:	Yes

POST DETAILS

Additional Information:

Job Advertisement: School Secretary

Location: Santa Sabina Dominican College Sutton Dublin 13

Job Type: Full time (Monday – Friday 8.15 – 4.45)

Closing Date for Applications: 4th June 2025

About the Role:

The Board of Management of Santa Sabina, Dominican College invites applications for the position of Clerical Officer/Secretary to join our friendly and supportive school community. This position will take effect from 11th June 2025 (approximately). The successful candidate will be the first point of contact for parents, visitors, and staff, and will play a key role in ensuring the smooth and efficient running of our school office. Excellent communication skills are required, with confidence and ability to deal with a variety of queries.

Key Responsibilities:

- Managing school communications including emails, phone calls, and correspondence
- Maintaining accurate pupil records using VSware and other school systems
- Dealing with Wriggle our computer partners for the student iPads
- Supporting the Principal, Deputy Principals and staff with administrative tasks including September returns.
- Managing admissions, 1st and 5th Year subject Options and school reports
- General office duties (e.g. photocopying, filing, scheduling meetings)

The Ideal Candidate Will Have:

- Excellent interpersonal, organisational and communication skills
- Excellent IT skills (Microsoft Office, Excel, Gmail, spreadsheets)
- Knowledge of or willingness to learn school administration systems (e.g. VSware, Unique App, OLCS, P POD)
- Discretion and confidentiality in handling sensitive information
- Ability to work independently and as part of a team
- Experience in a school or educational setting is desirable but not essential

Application Process:

Please submit a CV and cover letter by email to applications@santasabina.ie with the subject line: School Secretary Application. Garda Vetting and references will be required prior to appointment. Shortlisting may apply.

APPLICATION REQUIREMENTS

- 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:	60380C
Apply To:	Greenfield Road Sutton D13RD80
County:	Dublin
Postal District:	Dublin 13
Enquiries To:	applications@santasabina.ie
Website:	https://www.santasabina.ie

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