

ADVERT ID 237601

## Secretary / Administrator

### Santa Sabina Dominican College

Greenfield Road Sutton D13RD80  
<https://www.santasabina.ie>

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Post Primary
<b>Date Posted:</b>	Mon Jun 9 2025
<b>Application Closing Date:</b>	Mon Jun 30 2025
<b>Commencement Date:</b>	Mon Jul 14 2025
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1
<b>Number of hours per week:</b>	40

#### SCHOOL DETAILS

<b>School Type:</b>	Secondary School
<b>Current Enrolment:</b>	749
<b>Droichead school:</b>	Yes

#### POST DETAILS

**Additional Information:**

Santa Sabina Dominican College is seeking a highly organised and IT-proficient Administrative Secretary/Clerical Officer to support the day-to-day operations of a busy and professional office environment. This is a key administrative position requiring strong technical, organisational, and communication skills, with a focus on efficiency, accuracy, and discretion.

The successful candidate will work closely with senior management to ensure smooth office operations and will act as the primary administrative support contact for the school. This role is ideal for someone who thrives in a structured office setting and has a proactive and solutions-focused approach to administrative work.

**Key Responsibilities:**

Managing incoming communications, including phone, email, post, and internal correspondence

- Data entry and records management using digital systems such as VSware, OLCS, and P-POD.
- Overseeing ICT-related tasks in collaboration with external providers (e.g. Wriggle).
- Supporting senior management with administrative processes including enrolment procedures, subject option entries, and report generation.
- Preparing reports, maintaining databases, and ensuring data accuracy.
- Scheduling, calendar coordination, and meeting organisation.
- Performing general clerical duties such as document management, photocopying, and filing

**The Ideal Candidate Will Have:**

- Excellent IT and administrative skills, particularly with Microsoft Office (Excel, Word, Outlook), Google Suite (Gmail, Google Docs/Sheets), and databases
- Strong communication and interpersonal skills for engaging with staff, suppliers, and external partners
- Demonstrated ability to manage multiple tasks efficiently and meet deadlines
- High level of discretion and confidentiality when handling sensitive information
- Proven ability to work independently and collaboratively as part of a team
- Experience in a professional office or public sector setting is desirable; experience in an

educational environment is an advantage but not required

**Application Process:**

Please submit your CV and cover letter by email to [applications@santasabina.ie](mailto:applications@santasabina.ie)

Note: Garda Vetting and references will be required prior to appointment. Shortlisting may apply.

**APPLICATION REQUIREMENTS**

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

**Applications may be submitted by**

- Email

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

<b>Roll Number:</b>	60380C
<b>Apply To:</b>	Greenfield Road Sutton D13RD80
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 13
<b>Enquiries To:</b>	<a href="mailto:applications@santasabina.ie">applications@santasabina.ie</a>
<b>Website:</b>	<a href="https://www.santasabina.ie">https://www.santasabina.ie</a>

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