

**ADVERT ID 248256**

## Secretary / Administrator

---

### St Dominic's College, Cabra, Dublin 7

Cabra Dublin 7 Cabra D07 NX 47

<https://www.stdominics.ie>

---

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Wed Feb 11 2026  
**Application Closing Date:** Fri Feb 20 2026  
**Commencement Date:** Fri Mar 6 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

---

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Girls  
**Current Enrolment:** 750  
**Droichead school:** Yes

---

#### POST DETAILS

##### **Additional Information:**

The Board of Management of St. Dominic's College, Cabra invites applications from suitably qualified persons for the role of School Secretary in St. Dominic's College. This role consists of 37 working hours per week. This School Secretary position is subject to the terms and conditions as set out in DES Circular Letter 0036/2022 and Circular Letter 0020/2025. The Secretary will report directly to the Principal and the Board of Management, and will provide administrative support to the Principal and Senior Leadership Team in the delivery of all their key functions. Garda Vetting will apply.

#### 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

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60731F  
**Apply To:** St. Dominic's College,  
Dublin 7.  
D07 NX 47  
**County:** Dublin  
**Postal District:** Dublin 7  
**Enquiries To:** [applications@stdominics.ie](mailto:applications@stdominics.ie)  
**Website:** <https://www.stdominics.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.