

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
Website: <https://www.stdominics.ie>

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