

ADVERT ID 248467

Secretary / Administrator

Sandymount Park Educate Together Secondary School

Newgrove Avenue Sandymount D04 Y1F6

<https://www.sandymountparketss.ie>



Sandymount Park ETSS

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Feb 25 2026
Application Closing Date: Wed Mar 11 2026
Commencement Date: Wed Mar 25 2026
Status of Post: Fixed-term
Number of Vacancies: 2
Number of hours per week: 25

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 436
Droichead school: Yes

POST DETAILS

Additional Information:

Sandymount Park ETSS invites applications for two administrative support positions.

1. Receptionist (Part-Time)

Hours: 25 hours 8:30-1:30pm Monday-Friday

To provide front-of-house reception and administrative support

2. Personal Secretary to the Principal (Part-Time)

Hours: 20 hours 10am-2pm Monday-Friday

To provide confidential secretarial and administrative support to the Principal

About the Roles:

Both positions are integral to the smooth running of the school and require excellent organisational skills, professionalism, discretion, and the ability to work collaboratively with staff, students, and parents.

Essential Requirements:

Strong administrative and IT skills

Excellent interpersonal and communication abilities

Experience in a busy office environment

Garda vetting will be required

Further details including full role descriptions are available on our website

www.sandymountparketss.ie

To Apply:

Please submit:

Current CV

Letter of application

Applications via Email to: recruitment@sandymountparketss.ie

Subject: Administrative Support Application

Closing date: 11th March 2026 at 4pm

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

APPLY TO THIS JOB VACANCY

Roll Number: 68305F
Apply To: Newgrove Avenue
Sandymount
D04 Y1F6
County: Dublin
Postal District: Dublin 4
Enquiries To: recruitment@sandymountparketss.ie
Website: <https://www.sandymountparketss.ie>
Further Information: <https://www.sandymountparketss.ie>

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