

ADVERT ID 129690

## Secretary / Administrator

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### Santa Sabina Dominican College

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

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Thu Nov 7 2019 09:04:30  
**Application Closing Date:** Thu Nov 14 2019  
**Commencement Date:** Mon Dec 2 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 23.3

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 725  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** Duties:  
General Reception Duties  
welcoming visitors  
dealing with security arrangements i.e. Visitors signing - in book,  
answering the phone  
taking messages  
dealing with enquiries both on the phone and face to face.  
Student Attendance  
Dealing with morning and afternoon roll calls  
Sending absent text messages to parents  
Inputting all students notes (absent, late, appointments) on VSWare  
Making daily announcements  
Setting up for parent/teacher meetings and Board of Management meetings  
Assisting on Open days and special events  
Updating the school website - adding and removing content as required  
Assisting school bursar and school secretary as required  
Specification  
  
Excellent communication and organisational skills  
Excellent computer skills  
Ability to work as part of a team  
Ability to see tasks through to completion  
Good flexibility and commitment to the school  
Hours  
8.30 -1.30 Monday -Thursday  
8.30 - 12.00 noon Friday (23.30 hours per week)  
Probationary period six months  
Additional Information  
This position operates during term-time only Monday - Friday and is a part time position.  
Flexibility would be required to occasionally work during the school holidays on an ad-hoc basis.  
Additional pay will be provided at the normal hourly rate.

#### Child Safeguarding

It is a requirement that the successful candidate will be Garda vetted which is in keeping with the school's Child Safeguarding Statement. It is the responsibility of the individual to safeguard the students in the school and to adhere to all school policies and support the school ethos.

Salary €12.00 per hour

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 60380C  
**Apply To:** Greenfield Road  
Sutton  
**County:** Dublin  
**Postal District:** Dublin 13  
**Enquiries To:** [vacancies@santasabina.ie](mailto:vacancies@santasabina.ie)  
8322200  
**Website:** <https://www.santasabina.ie>  
**Further Information:** <https://www.santasabina.ie>

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