

ADVERT ID 234334

## Secretary / Administrator

### Santa Sabina Dominican College

Greenfield Road Sutton D13RD80

<https://www.santasabina.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue May 13 2025  
**Application Closing Date:** Tue May 20 2025  
**Commencement Date:** Wed Jun 4 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 752  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Job Advertisement: School Secretary

Location: Santa Sabina Dominican College Sutton Dublin 13

Job Type: Full time (Monday – Friday 8.15 – 4.45)

Closing Date for Applications: 20th May 2025

About the Role:

The Board of Management of Santa Sabina, Dominican College invites applications for the position of Clerical Officer/Secretary to join our friendly and supportive school community. This position will take effect from 4th June 2025 (approximately). The successful candidate will be the first point of contact for parents, visitors, and staff, and will play a key role in ensuring the smooth and efficient running of our school office. Excellent communication skills are required, with confidence and ability to deal with a variety of queries.

Key Responsibilities:

- Managing school communications including emails, phone calls, and correspondence
- Maintaining accurate pupil records using VSware and other school systems
- Dealing with Wriggle our computer partners for the student iPads
- Supporting the Principal, Deputy Principals and staff with administrative tasks including September returns.
- Managing admissions, 1st and 5th Year subject Options and school reports
- General office duties (e.g. photocopying, filing, scheduling meetings)

The Ideal Candidate Will Have:

- Excellent interpersonal, organisational and communication skills
- Excellent IT skills (Microsoft Office, Excel, Gmail, spreadsheets)
- Knowledge of or willingness to learn school administration systems (e.g. VSware, Unique App, OLCS, P POD)
- Discretion and confidentiality in handling sensitive information
- Ability to work independently and as part of a team
- Experience in a school or educational setting is desirable but not essential

Application Process:

Please submit a CV and cover letter by email to [applications@santasabina.ie](mailto:applications@santasabina.ie) with the subject line: School Secretary Application. Garda Vetting and references will be required prior to appointment. Shortlisting may 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

<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:vacancies@santasabina.ie">vacancies@santasabina.ie</a>
<b>Website:</b>	<a href="https://www.santasabina.ie">https://www.santasabina.ie</a>

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