

ADVERT ID 239302

Secretary / Administrator

The High School

Danum Zion Road Rathgar
<https://www.highschool.dublin.com>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Jun 19 2025
Application Closing Date: Fri Jul 4 2025
Commencement Date: Fri Aug 1 2025
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 800
Droichead school: Yes

POST DETAILS

Additional Information:

The High School is a Church of Ireland co-educational day school consisting of over 800 pupils with a well-established record as one of the leading secondary schools in Ireland.

The position of Admissions Officer is designed to manage the admissions process as The High School enters the next stage of its development; applications from suitably qualified persons are invited. The person appointed to this position will be a key member of the administrative staff reporting directly to the Principal. They will have responsibility for managing all aspects of the admissions process at The High School.

The successful candidate will have excellent and proven: organizational and administrative skills; high-level communication and inter-personal skills; marketing and event management experience; and an ability to work with a wide range of internal and external stakeholders.

Candidates should submit a covering letter and detailed CV with the names, addresses, and telephone numbers of three professional referees to the Principal at recruitment@highschool.ie before 12.00 noon on Friday 4th July 2025.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60670L
Apply To: Mr G A Forrest
Principal
The High School
Danum
Zion Road
Rathgar
Dublin 6
County: Dublin
Postal District: Dublin 6
Website: <https://www.hightschooldublin.com>

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