

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](http://www.sandymountparketss.ie)

To Apply:

Please submit:

Current CV

Letter of application

Applications via Email to: [recruitment@sandymountparketss.ie](mailto: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](mailto:recruitment@sandymountparketss.ie)  
**Website:** <https://www.sandymountparketss.ie>  
**Further Information:** <https://www.sandymountparketss.ie>

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