

**ADVERT ID 252839**

## 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:** Active  
**Level:** Post Primary  
**Date Posted:** Mon May 18 2026  
**Application Closing Date:** Sun May 31 2026  
**Commencement Date:** Mon Aug 17 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 40

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#### SCHOOL DETAILS

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

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#### POST DETAILS

**Additional Information:**

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 17th August (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, Unique App and other school systems.
- Supporting the Principal, Deputy Principal and staff with administrative tasks.
- Managing of school attendance.
- Administration of our OLCS system.
- 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 (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
- CV (Digital)

Applications may be submitted by

- Email

### APPLY TO THIS JOB VACANCY

**Roll Number:** 60380C  
**Apply To:**  
**County:** Dublin  
**Postal District:** Dublin 13  
**Enquiries To:** [applications@santasabina.ie](mailto:applications@santasabina.ie)  
**Website:** <https://www.santasabina.ie>

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