

ADVERT ID 253631

Secretary / Administrator

St. Seton's Secondary School

Le Fanu Road Ballyfermot Ballyfermot
<https://www.stsetons.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed May 27 2026
Application Closing Date: Mon Jun 8 2026
Commencement Date: Thu Aug 13 2026
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 12.5

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

POST DETAILS

Additional Information:

Recruitment Notice - St Seton's Secondary School

St Seton's Secondary School is a vibrant, co-educational post-primary school with DEIS Plus status, located in Ballyfermot. Established in September 2023, the school represents the successful amalgamation of St Dominic's College, Caritas College, and St John's College. Under the joint trusteeship of Le Chéile and CEIST, St Seton's is rooted in a strong tradition of inclusive, values-led education while embracing a forward-looking vision for excellence and innovation.

As a newly established school community, St Seton's is characterised by energy, ambition and a deep commitment to providing high-quality educational experiences for all students. The school places a strong emphasis on equity, wellbeing and student-centred learning, with a clear focus on improving outcomes and opportunities for every young person. Staff at St Seton's work collaboratively within a supportive and progressive environment, where professional growth, reflective practice and shared leadership are actively encouraged.

The Board of Management is seeking to appoint suitably qualified part time secretary who is passionate about education and committed to making a meaningful difference in the lives of young people. Successful applicants will join a dynamic, enthusiastic and dedicated staff team that strives to foster a culture of high expectations, respect and inclusion.

The successful candidate will be remunerated at the appropriate point on the salary scale for Department of Education-funded School Secretaries, in accordance with relevant qualifications and experience.

Applicants should submit a CV and Cover Letter by email to recruitment@stsetons.ie.

Provisional Interview date(s): Week Beginning 15th June

St Seton's Secondary School is an equal opportunities employer and welcomes applications from candidates who share its commitment to excellence, inclusion and student success.

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: 68445V
Apply To:
County: Dublin
Postal District: Dublin 10
Enquiries To: recruitment@stsetons.ie
Website: <https://www.stsetons.ie>

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