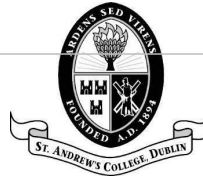


ADVERT ID 262495

Secretary / Administrator

St Andrew's College

Boooterstown Avenue Blackrock Co Dublin Dublin
<https://www.st-andrews.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Sep 21 2026
Application Closing Date: Mon Oct 5 2026
Commencement Date: Mon Nov 16 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 987

POST DETAILS

Additional Information:

St. Andrew's College is seeking to recruit an experienced PA to the College Principal.

Key responsibilities for the role include the following:

- Manage the College Principal's diary, appointments, and meetings, ensuring effective scheduling and time management.
- Act as a point of contact and liaison with internal and external stakeholders on behalf of the College Principal.
- Manage incoming telephone calls, emails, and correspondence in a professional and efficient manner.
- Coordinate and organise calendars, events, and travel arrangements.
- Coordinate Board meetings, including the preparation and distribution of agendas, reports, and supporting documentation.
- Monitor key deadlines and ensure the timely completion of assigned tasks.
- Prepare reports, presentations, agendas, briefing papers, and meeting minutes.
- Provide project coordination and high-level administrative support across a range of initiatives.
- Maintain accurate filing systems and manage confidential records in accordance with data protection requirements.
- Provide administrative support for senior management recruitment processes

The successful candidate must have the following essential requirements:

- Previous experience in a senior administrative capacity.
- Excellent organisational and time-management skills.
- Ability to prioritise tasks and work effectively under pressure.
- Ability to manage own work independently.
- Strong verbal and written communication skills.
- Proficiency in Microsoft 365.
- Strong attention to detail and accuracy.
- High level of discretion and confidentiality

Relevant qualifications in Business Administration or a related field and experience working in an educational environment are desirable.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60650F
Apply To:	Please submit your CV and a cover letter outlining your suitability for the role to applications@st-andrews.ie . St Andrew's College is an equal opportunities employer and welcomes applications from all suitably qualified candidates.
County:	Dublin
Postal District:	County Dublin
Website:	https://www.st-andrews.ie

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