

ADVERT ID 113717

Secretary / Administrator

Tallaght Community School

Balrothery Estate Tallaght Dublin 24 D24 X759
<https://www.tallaghtcs.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Nov 14 2018 14:36:26
Application Closing Date: Thu Nov 29 2018
Commencement Date: Wed Jan 2 2019
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 43.25

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 804
Droichead school: Yes

POST DETAILS

Additional Information: This is a Clerical Officer post Grade III. Only suitably qualified applicants should apply. Applicants must have a minimum of 5 years' experience in a secretarial/administrative capacity, have excellent organisational skills, a high level of ICT literacy, experience in handling finance/payroll and excellent interpersonal skills.
Official Application Forms only - available on request from: office@tallaghtcs.ie

APPLICATION REQUIREMENTS

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 91335U
Apply To: Secretary, Board of Management
Tallaght Community School
Balrothery Estate
Tallaght
Dublin 24
D24 X759
County: Dublin
Postal District: Dublin 24
Enquiries To: office@tallaghtcs.ie
(01) 4515566
Website: <https://www.tallaghtcs.ie>

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