

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](mailto:office@tallaghtcs.ie)

#### APPLICATION REQUIREMENTS

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

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

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