

ADVERT ID 115316

## Secretary / Administrator

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### Coolmine Community School

Clonsilla Dublin 15 Blanchardstown  
<https://www.coolminecs.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Feb 4 2019 16:55:43  
**Application Closing Date:** Wed Feb 13 2019  
**Commencement Date:** Mon Feb 25 2019  
**Status of Post:** RPT Contract  
**Number of Vacancies:** 1  
**Number of hours per week:** 33

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#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 1050

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#### POST DETAILS

**Additional Information:** A comprehensive range of skills including Payroll software and PAYE modernisation; OLCS, competency in MS Office ( Word, Excel, Outlook etc), Reception duties and general office skills.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 913150  
**Apply To:** Secretary, Board of Management,  
Coolmine Community School,  
Clonsilla  
Dublin 15  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [Phoran@coolminecs.ie](mailto:Phoran@coolminecs.ie)  
01-8214141  
**Website:** <https://www.coolminecs.ie>

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