

ADVERT ID 127248

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 Sep 4 2019 14:59:23
Application Closing Date: Wed Sep 18 2019
Commencement Date: Tue Oct 1 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 secretarial/administrative capacity, have excellent organisational skills, a high level of ICT literacy, experience in handling finance/payroll and excellent interpersonal skills. A letter of application, with CV and two references should be forwarded to The Secretary, Board of Management, Tallaght Community School, Balrothery, Tallaght D24 X759. Closing date for applications 18th September 2019 at 12 noon. Appointment to this position is subject to satisfactory reference checking, satisfactory certificate of health from doctor and satisfactory evidence of age and Garda Vetting outcome.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	91335U
Apply To:	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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