

ADVERT ID 128519

## Secretary / Administrator

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### Pobalscoil Iosolde

Pobalscoil Iosolde Palmerstown Community School Oak Court Avenue Palmerstown D20P236  
<https://www.palmerstowncs.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Oct 7 2019 16:27:32  
**Application Closing Date:** Mon Oct 21 2019  
**Commencement Date:** Mon Nov 11 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 33.5

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#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 800  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** The Board of Management invites applications for an Administrative officer. All applicants must have relevant training completed. A Garda Vetting Disclosure and completion of mandatory Child protection will be required for the appointment. Please include certification for all qualifications held. Canvassing will disqualify.  
Applications must be returned by post only to: Secretary, Board of Management, Pobalscoil Iosolde, Palmerstown Community School, Oak Court Avenue, Palmerstown, Dublin 20. Closing date is Monday 21st October 2019. Pobalscoil Iosolde is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91302F  
**Apply To:** Pobalscoil Iosolde  
Palmerstown Community School  
Oak Court Avenue  
Palmerstown  
D20P236  
**County:** Dublin  
**Postal District:** Dublin 20  
**Enquiries To:** [office@palmerstowncs.ie](mailto:office@palmerstowncs.ie)  
016265991  
**Website:** <https://www.palmerstowncs.ie>

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