

ADVERT ID 130908

## 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 Dec 18 2019 11:59:38  
**Application Closing Date:** Mon Jan 20 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 43.25

#### SCHOOL TYPE

**School Type:** Community School  
**School Structure:** Co-Educational  
**Current Enrolment:** 770  
**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 is Monday 20th January 2020 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  
**Phone:** (01) 4515566  
**Email:** [office@tallaghtcs.ie](mailto:office@tallaghtcs.ie)  
**Website:** <https://www.tallaghtcs.ie>  
**Further Information:** <https://www.tallaghtcs.ie>

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