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
Application Closing Date:	Mon Jan 20 2020
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:	841
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

- Post

Telephone enquiries welcome

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
Further Information:	https://www.tallaghtcs.ie