

ADVERT ID 137450

## Secretary / Administrator

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### Coláiste de hÍde

Bóthar Chaisleán Thigh Motháin Tamhlacht Baile Átha Cliath 24 Baile Átha Cliath D24NP82  
<https://www.colaistedehide.com>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Jun 23 2020 16:15:57  
**Application Closing Date:** Fri Jul 10 2020  
**Commencement Date:** Tue Aug 4 2020  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

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#### SCHOOL TYPE

**School Type:** Community College  
**Current Enrolment:** 290

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#### POST DETAILS

**Additional Information:** Is Gaelcholáiste sinn i dTamhlacht, Baile Átha Cliath 24.  
Níl Gaeilge éigeantach don phost ach bheadh sé inmhianaithe.

The role of Clerical Officer is a varied one involving a range of customer service- reception and administrative/secretarial duties.

The successful candidates will be flexible and adaptable with excellent interpersonal, communication and organisational skills. A high level of computer literacy with competency in database management and MS Office.

Application Form and Job Details are available from  
<http://www.ddletb.ie/corporate/recruitment/>

Closing date for completed applications is 3:00 p.m. Friday 10th July 2020.

Dublin and Dún Laoghaire Education and Training Board is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

Applications may be submitted by

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 70021D  
**Apply To:** Bóthar Chaisleán Thigh Motháin  
Tamhlacht  
Baile Átha Cliath 24  
Baile Átha Cliath  
D24NP82  
**County:** Dublin  
**Postal District:** Dublin 24  
**Phone:** 0879015515  
**Email:** [eolas@colaistehide.ie](mailto:eolas@colaistehide.ie)  
**Website:** <https://www.colaistehide.com>  
**Further Information:** <http://www.ddletb.ie/corporate/recruitment/>

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