

ADVERT ID 178876

Secretary / Administrator

Malahide Community School

Malahide Community School Broomfield Malahide K36PR28
<https://www.malahidecs.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Aug 18 2022 11:00:40
Application Closing Date: Tue Aug 23 2022
Commencement Date: Thu Sep 1 2022
Status of Post: RPT Contract
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 1230
Droichead school: Yes

POST DETAILS

Additional Information:

This position is for a full time Clerical Officer in Malahide Community School.

Please complete the attached Application Form (a word version may be requested from the school office)

Experience with accountancy software such as Surf and School Admin packages such as VS Ware may be an advantage.

Appointment is subject to DE approval.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91325R
Apply To: Malahide Community School
Broomfield
Malahide
K36PR28
County: Dublin
Postal District: County Dublin
Enquiries To: office@malahidecs.ie
018463244
Website: <https://www.malahidecs.ie>
Application Form: [Clerical Officer Job Application Form August 2021.pdf](#)

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