

ADVERT ID 180820

Secretary / Administrator

Cabinteely Community School

Johnstown Road Cabinteely Dublin D18VH73
<https://www.cabinteelycs.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Sep 14 2022 18:18:39
Application Closing Date: Wed Sep 28 2022
Commencement Date: Mon Oct 10 2022
Status of Post: Substitute
Number of Vacancies: 1
Number of hours per week: 18

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 550
Droichead school: Yes

POST DETAILS

Additional Information: A part-time temporary Clerical Officer/receptionist is required in Cabinteely Community School. We are busy post-primary co-educational school and require an energetic, kind and enthusiastic person to work at the reception desk of the school. Duties include answering the phone, using the school attendance system (VS Ware), the school app and using Outlook for school email. Reasonably good computer skills would be a major asset. We are looking for someone who enjoys working with teenagers. The hours would be as follows;
Wednesday 8.15am-4pm
Thursday 8.15am - 4pm
Friday 8.15am - 12.45pm
The salary for the position will start at first point of the Clerical Officer Grade III scale. Shortlisting will apply.
The position is subject to pre-employment medical and a satisfactory garda vetting outcome.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91310E
Apply To: Johnstown Road
Cabinteely
Dublin
D18VH73
County: Dublin
Postal District: Dublin 18
Enquiries To: clare.garrihy@cabinteelycs.ie
01 2852137
Website: <https://www.cabinteelycs.ie>
Further Information: <https://www.cabinteelycs.ie>

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