

ADVERT ID 242134

Secretary / Administrator

Colaiste Pobail Setanta

Phibblestown Clonree Dublin 15 Clonree D15EY17
<https://www.colaiSTEPobailsetanta.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Jul 31 2025
Application Closing Date: Mon Aug 11 2025
Commencement Date: Mon Aug 18 2025
Status of Post: Fixed Purpose
Number of Vacancies: 1
Number of hours per week: 17

SCHOOL DETAILS

School Type: Community College
School Structure: Co-Educational
Current Enrolment: 1100

POST DETAILS

Additional Information:

This position is for 17 hours of secretarial work per week.
You are invited to apply for a secretarial position in a very dynamic, exciting, and forward-looking school in Dublin 15. Colaiste Pobail Setanta is a diverse school with a very strong tradition in technology based educational experiences for all its students. Experience in a similar position is an advantage.
Please send your CV to the Principal, Liam Walsh, liamwalsh@cpsetanta.ie or call him on 0868046729.
Please follow the link to our website to get a flavour of our college community, www.cpsetanta.ie
CV's are to be accepted by email only.
Two referees are required.
Hand written applications will not be accepted.
Shortlisting will apply

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 76098W
Apply To: Phibblestown
Clonee
Dublin 15
Clonee
D15EY17
County: Dublin
Postal District: Dublin 15
Enquiries To: liamwalsh@cpsetanta.ie
Website: <https://www.colaistepobailsetanta.ie>
Further Information: <https://www.cpsetanta.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.