

ID FÃ©GRA 247025

RÃ©naÃ© / RiartÃ©ir

Cabinteely Community School

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



PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Iarbhunscoil
DÃ©ta PostÃ©ilte:	Aoine Samh 28 2025
SpriocdhÃ©ta le haghaidh larratas:	Aoine Noll 5 2025
DÃ©ta Tosaithe:	Luan Noll 8 2025
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	18

SONRAÃ© SCOILE

CineÃ©il Scoile:	Pobalscoil
StruchtÃ©r na Scoile:	Comhoideachas
Rolla Reatha:	550
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

The Board of Management of Cabinteely Community School has a vacancy for a temporary part-time Clerical Officer as follows:

Clerical Officer required to work over three days (18 hours per week, Monday, Tuesday and Wednesday) and includes all term time.

Applicants must have previous experience in an administrative position and should have some knowledge of accounts and budgeting. Strong IT skills, particularly MS Word, Excel and Outlook are required.

Applicants must also be well organised with excellent interpersonal skills.

A detailed job description is available from office@cabinteelycs.ie

A Letter of Application, with an up-to-date CV should be forwarded to:

The Secretary, Board of Management, Cabinteely Community School, Johnstown Road,
Cabinteely by post or by email to graham.fleming@cabinteelycs.ie

Closing date for receipt of applications is Friday 8th December 2025.

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The salary scale for the position is aligned with School Secretary Pay Scale which is set out in Appendix 1 of Circular 36/2022 from the Dept of Education and Skills.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reachtáil bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- CV (Digiteach)

Is fáidir iarratais a chur isteach trá

- Ráomhphost

Fáilte roimh cheisteanna ar an ngutháin

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	91310E
Cuir Iarratas Chuig:	Johnstown Road Cabinteely Dublin D18VH73
Contae:	Baile Átha Cliath
Ceantar Poist:	Dublin 18
Ceisteanna Chuig:	graham.fleming@cabinteelycs.ie
Suíomh Gráasáin:	https://www.cabinteelycs.ie
Tuilleadh Eolais:	https://cabinteelycs.ie/

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh áisáide ag cuardaitheoir post amháin. Ní fáidir an fhaisnéis atá ann a áosládháil, a cháipeáil ná a ásid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóchta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh rá á IPPN.