

ADVERT ID 261469

Secretary

Grace Park ETNS

DCU All Hallows' Campus Grace Park Road Drumcondra D09KDW4
<https://www.graceparketns.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Aug 27 2026
Application Closing Date: Thu Sep 3 2026
Commencement Date: Mon Sep 14 2026
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 24
Current Enrolment: 426
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of Grace ParkETNS is seeking a part-time book-keeper, for 10 hours a week. Flexible arrangements can be accommodated. The hours can be used over 2 or more days per week.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20486R
Apply To: Kevin O' Neill, Chairperson,
recruitment@graceparketns.com
County: Dublin
Postal District: Dublin 9
Website: <https://www.graceparketns.com>

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