

ADVERT ID 146798

## Secretary / Administrator

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### Coolmine Community School

Clonsilla Dublin 15 Blanchardstown  
<https://www.coolminecs.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Feb 16 2021 16:18:55  
**Application Closing Date:** Fri Mar 5 2021  
**Commencement Date:** Fri Mar 19 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 37

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#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 1050

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#### POST DETAILS

**Additional Information:** This is a full-time position. Applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting, Strong IT skills, particularly MS Office, Excel and Sage / Surf accounts package are required. Applicants must also be well organised with excellent interpersonal skills. A detailed job description is available from [phoran@coolminecs.ie](mailto:phoran@coolminecs.ie)

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 913150  
**Apply To:** Secretary, Board of Management,  
Coolmine Community School,  
Clonsilla  
Dublin 15.  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [phoran@coolminecs.ie](mailto:phoran@coolminecs.ie)  
01-8214141  
**Website:** <https://www.coolminecs.ie>

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