

ADVERT ID 207944

Secretary / Administrator

St Tiernan's Community School

Parkvale Balally Dublin 16 Dublin D16 KW26

<https://www.sttiernans.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jan 30 2024 11:32:36
Application Closing Date: Mon Feb 19 2024
Commencement Date: Mon Apr 8 2024
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 25

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 351

POST DETAILS

Additional Information:

The Board of Management of St Tiernan's Community School invites applications for the position of:

Clerical Officer Grade III

This position will take effect from 8th April 2024

This is a full-time position of 25 hours and applicants must have previous experience in an administrative position, have knowledge of accounts, budgeting and payroll. Strong IT skills, particularly MS Office, Excel and a finance package are required.

Applicants must also be well organised with excellent interpersonal skills.

A detailed job description is available on request from recruitment@stteirnans.ie A Letter of Application, with an up to date CV should be forwarded to:

The Secretary, Board of Management, St Tiernan's Community School, Parkvale, Balally, Dublin 16

Closing date for receipt of applications is Monday, 19th February 2024

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The appointment is made under the terms and conditions of appointment of a Clerical Officer in a community/comprehensive school.

The salary scale for the position is in accordance with DES pay scale for a Grade III Clerical Officer

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 91343T
Apply To: Parkvale
Balally
Dublin 16
Dublin
D16 KW26
County: Dublin
Postal District: Dublin 16
Enquiries To: runai@tiernans.ie
Website: <https://www.sttiernans.ie>
Further Information: <https://www.sttiernans.ie>

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