

ADVERT ID 219217

## Secretary / Administrator

### DONAHIES COMMUNITY SCHOOL

SECRETARY, BOARD OF MANAGMENT STREAMVILLE ROAD DUBLIN 13 DUBLIN D13 YN 77  
<https://www.donahiescommunityschool.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon Jun 24 2024 11:20:06  
**Application Closing Date:** Wed Jul 31 2024  
**Commencement Date:** Mon Aug 19 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 16

#### SCHOOL DETAILS

**School Type:** Community School  
**Current Enrolment:** 500  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

Run payroll from Dublin based Software provider. Weekly 8/10 people Monthly 20+ people.  
Revenue Returns - Department of Education Returns - BOFI Paypath payment system. Suit someone with knowledge of small company Payroll System.  
Apply by email to [careers@donahiescs.ie](mailto:careers@donahiescs.ie) Subject Line Payroll Admin. with Letter of Application - Recent Written Reference - Two Referees. Individual will be required to go through process of Garda Vetting.  
Donahies Community School is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91318U  
**Apply To:** SECRETARY, BOARD OF MANAGMENT  
STREAMVILLE ROAD  
DUBLIN 13  
DUBLIN  
D13 YN 77  
**County:** Dublin  
**Postal District:** Dublin 13  
**Enquiries To:** [careers@donahiescommunityschool.com](mailto:careers@donahiescommunityschool.com)  
**Website:** <https://www.donahiescommunityschool.com>

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