

ADVERT ID 220697

## Secretary / Administrator

### Malahide Community School

Malahide Community School Broomfield Malahide K36PR28  
<https://www.malahidecs.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Tue Jul 16 2024 10:47:11  
**Application Closing Date:** Wed Jul 31 2024  
**Commencement Date:** Wed Aug 7 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

#### SCHOOL DETAILS

**School Type:** Community School  
**School Structure:** Co-Educational  
**Current Enrolment:** 1230  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

Malahide Community School is looking to recruit a Clerical Officer Grade III.

Please note, this position will be for 17.5 hours until 30th September 2024, whereupon a second retirement will bring the position up to the full 35 hours.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

Telephone enquiries welcome

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 91325R  
**Apply To:** Malahide Community School  
Broomfield  
Malahide  
K36PR28  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [office@malahidecs.ie](mailto:office@malahidecs.ie)  
**Website:** <https://www.malahidecs.ie>

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