

ADVERT ID 228045

Secretary / Administrator

St Mark's Community School

Cookstown Rd Tallaght Dublin 24 Dublin D24VW22
<https://www.stmarkscs.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Dec 2 2024 09:43:29
Application Closing Date: Wed Dec 11 2024
Commencement Date: Mon Dec 16 2024
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 901
Droichead school: Yes

POST DETAILS

Additional Information:
Grade III Clerical Officer.

The Board of Management of St Mark's Community School invites applications from suitably qualified persons for the position of full time Clerical Officer to take effect immediately.

Applicants must have a minimum of 2 years' experience in a secretarial/administrative capacity, have excellent organisational skills, a high level of ICT literacy, experience in handling finance/payroll and interpersonal skills.

Letter of Application, with CV and two recent references should be forwarded to:

The Secretary, Board of Management, St. Marks Community School, Cookstown Road, Tallaght, Dublin 24 D24VW22.

Closing date for receipt of applications is Wednesday 11th December at 12 noon.

For any queries please contact iboran@stmarkscs.ie

Shortlisting may apply.

APPLICATION REQUIREMENTS

- CV (Bound)
- Referees (name, role, contact no.)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 913320
Apply To: Secretary Board of Management
St. Marks Community School
Cookstown Rd
Tallaght
Dublin 24
Dublin
D24VW22
County: Dublin
Postal District: Dublin 24
Enquiries To: iboran@stmarkscs.ie
Website: <https://www.stmarkscs.ie>
Further Information: <https://stmarkscs.ie/page/Staff-Vacancies/424580/Index.html>

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