

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](mailto: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](mailto:iboran@stmarkscs.ie)

**Website:** <https://www.stmarkscs.ie>

**Further Information:** <https://stmarkscs.ie/page/Staff-Vacancies/424580/Index.html>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.