

ADVERT ID 244307

## Secretary / Administrator

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### Clonkeen College

Clonkeen Road Blackrock Co. Dublin Blackrock  
<https://clonkeencollege.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Mon Sep 8 2025  
**Application Closing Date:** Fri Sep 26 2025  
**Commencement Date:** Mon Oct 6 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Secondary School

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#### POST DETAILS

**Additional Information:**

School secretary / administrator / receptionist position in Clonkeen College, a vibrant boys school in South Dublin under ERST patronage.

Thirty hours per week.

Applications should be emailed to [reception@clonkeencollege.ie](mailto:reception@clonkeencollege.ie), no later than 16.00 on the closing date.

#### APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60092U  
**Apply To:** Clonkeen Road  
Blackrock  
Co. Dublin  
Blackrock  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [reception@clonkeencollege.ie](mailto:reception@clonkeencollege.ie)  
**Website:** <https://clonkeencollege.ie>

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