

ADVERT ID 247025

Secretary / Administrator

Cabinteely Community School

Johnstown Road Cabinteely Dublin D18VH73 https://www.cabinteelycs.ie

MAIN DETAILS

Status:ActiveLevel:Post PrimaryDate Posted:Fri Nov 28 2025Application Closing Date:Fri Dec 5 2025Commencement Date:Mon Dec 8 2025Status of Post:Part-Time

Number of Vacancies: 1
Number of hours per week: 18

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational

Current Enrolment: 550

Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Cabinteely Community School has a vacancy for a temporary parttime Clerical Officer as follows:

Clerical Officer required to work over three days (18 hours per week, Monday, Tuesday and Wednesday) and includes all term time.

Applicants must have previous experience in an administrative position and should have some knowledge of accounts and budgeting. Strong IT skills, particularly MS Word, Excel and Outlook are required.

Applicants must also be well organised with excellent interpersonal skills.

A detailed job description is available from office@cabinteelycs.ie

A Letter of Application, with an up-to-date CV should be forwarded to:

The Secretary, Board of Management, Cabinteely Community School, Johnstown Road, Cabinteely by post or by email to graham.fleming@cabinteelycs.ie

Closing date for receipt of applications is Friday 8th December 2025.

Shortlisting may apply.

Garda vetting will apply in respect of this position.

The salary scale for the position is aligned with School Secretary Pay Scale which is set out in Appendix 1 of Circular 36/2022 from the Dept of Education and Skills.



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
- CV (Digital)

Applications may be submitted by

Email

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 91310E

Apply To: Johnstown Road

Cabinteely Dublin D18VH73

County: Dublin
Postal District: Dublin 18

Enquiries To: graham.fleming@cabinteelycs.ie

Website: https://www.cabinteelycs.ie
Further Information: https://cabinteelycs.ie/

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