

ADVERT ID 254228

Secretary / Administrator

St Mark's Community School

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



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Thu Jun 4 2026
Application Closing Date: Fri Jun 19 2026
Commencement Date: Tue Aug 4 2026
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: 930
Droichead school: Yes

POST DETAILS

Additional Information:

St. Mark's Community School
Cookstown Road, Tallaght, Dublin 24
Invites applications from suitably qualified candidates for the full-time position of
Clerical Officer (Grade III)

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:
iboran@stmarks.ie
The Secretary, Board of Management, St. Marks Community School,
Cookstown Road, Tallaght, Dublin 24 D24VW22.

Closing date for receipt of applications is Friday 19th June 2026 at 5pm.
Interviews are scheduled for the week of 22nd June 2026.
For any queries, please contact iboran@stmarks.ie
Shortlisting may apply.

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 913320

Apply To: Letter of Application, with CV and two recent references should be forwarded to:
iboran@stmarkscs.ie
The Secretary, Board of Management, St. Marks Community School,
Cookstown Road, Tallaght, Dublin 24 D24VW22.

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://www.stmarkscs.ie/News/Clerical-Officer-Vacancy/1167854/Index.html>

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