

ADVERT ID 258960

Secretary / Administrator

St Tiernan's Community School

Parkvale Balally Dublin 16 Dublin D16 KW26
<https://www.sttiernans.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri Jul 17 2026
Application Closing Date: Wed Jul 29 2026
Commencement Date: Mon Aug 3 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 351

POST DETAILS

Additional Information:

The Board of Management of St Tiernan's Community School invites applications for the position of:
Clerical Officer Grade III

This position will take effect from 3rd August 2026

This is a full-time position of 30 Hours Monday- Friday on site, applicants must have previous experience in an administrative position, have good knowledge of accounts, budgeting and payroll. Strong IT skills, particularly MS Office, Excel and a finance package are required.

Applicants must also be well organised with excellent interpersonal skills.

A Letter of Application, with an up to date CV should be forwarded to: runai@tiernans.ie

The Secretary, Board of Management, St Tiernan's Community School, Parkvale, Balally, Dublin 16

Closing date for receipt of applications is Wednesday 29th July 2026
Shortlisting may apply.

Garda vetting will apply in respect of this position.
The appointment is made under the terms and conditions of appointment of a Clerical Officer in a community/comprehensive school.

The salary scale for the position is in accordance with DES pay scale for a Grade III Clerical

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 91343T
Apply To: Parkvale
Balally
Dublin 16
Dublin
D16 KW26
runai@tiernans.ie
County: Dublin
Postal District: Dublin 16
Website: <https://www.sttiernans.ie>

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