

Dublin and Dún Laoghaire Education and Training Board invites applications for the following permanent Clerical Officer (Grade 3) positions in the following schools:

CLERICAL OFFICER (GRADE 3)

- Babriggan CC, Pine Ridge, Balbriggan, Co. Dublin (PT)
- Coláiste De hIde, Bóthar Chaisleáin Thigh Mothain, Tamhlacht BAC 24 (FT) Fluent Irish
- Ériu CC, Blanchardstown, Dublin 15 (PT)
- Kingswood CC, Kingwood, Dublin 24 (FT)
- Gaelcholáiste Reachann, Bóthar Mhainistir na Gráinsí, Domhnach Mide, BAC 13, (FT & PT) Fluent Irish
- Fingal CC, Seatown Road, Swords, Co. Dublin, (FT & PT)

The role of Clerical Officer is a varied one involving a range of customer service-reception and administrative/secretarial duties.

The successful candidates will be flexible and adaptable with excellent interpersonal, communication and organisational skills. A high level of computer literacy with competency in database management and MS Office.

Application Form and Job Details are available from <http://www.ddletb.ie/corporate/recruitment/>

Closing date for completed applications is **3:00 p.m. Friday 10th July 2020.**

Dublin and Dún Laoghaire Education and Training Board is an equal opportunities employer.

Mr Paddy Lavelle,
Chief Executive,
Dublin and Dún Laoghaire Education and Training Board,
1 Tuansgate, Belgard Square East, Tallaght,
Dublin, 24. D24 X62W.

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