

ADVERT ID 233106

## Secretary / Administrator

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### Assumption Secondary School

Walkinstown Dublin 12 Dublin D12PK75  
<https://www.assumptionwalkinstown.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Tue Apr 29 2025 08:38:49  
**Application Closing Date:** Fri May 9 2025  
**Commencement Date:** Tue Jun 3 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 15

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#### SCHOOL DETAILS

**School Type:** Secondary School  
**Current Enrolment:** 260

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#### POST DETAILS

**Additional Information:**

This is an accounts secretary position also with secretarial duties.  
Days Tuesday, Thursday and Friday ( may be some flexibility) 10am to 3pm.  
Department of Education paid.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 60851P  
**Apply To:** Walkinstown  
Dublin 12  
Dublin  
D12PK75  
**County:** Dublin  
**Postal District:** Dublin 12  
**Enquiries To:** [assumptiondeputyprincipal@hotmail.com](mailto:assumptiondeputyprincipal@hotmail.com)  
**Website:** <https://www.assumptionwalkinstown.ie>

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