Dublin and Dun Laoghaire Education and Training Board invites applications for the following fixed-purpose temporary post:

Clerical Officer
Fingal Community College
Seatown Road
Townparks
Swords
Co Dublin

This temporary position is for 35 hours per week covering a maternity leave post, the contract offered will be from the beginning of February 2026 to mid August 2026 approximately.

The salary is €17.03 per hour

The main duties of the Clerical Officer include:

- Providing confidential and efficient secretarial and administrative support to the Principal and staff
- Maintain an effective administrative/secretarial system to process all paperwork within the school
- Deal with information requests and queries made via telephone, email or face-to-face
- Carry out any other duties appropriate to the grade which may be assigned from time to time by the Principal

Letter of Application and CV may be dropped into main office or by email to office@fingalcc.ie

The latest date for receipt of applications is Thursday 22nd January 2026.
Shortlisting may take place.
Late applications will not be considered.

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

Ms Caitriona Murphy
Chief Executive (Acting)
Dublin and Dun Laoghaire Education and Training Board,
1 Tuansgate, Belgard Square East, Tallaght,
Dublin 24. D24 X62W