

ADVERT ID 152819

Secretary / Administrator

Goatstown Educate Together Secondary School

Goatstown ETSS Upper Churchtown Road Dublin 14 D14 Y563
<https://www.goatstownetss.ie>



MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Thu Jun 10 2021 11:45:10
Application Closing Date:	Mon Jun 21 2021
Commencement Date:	Mon Aug 9 2021
Status of Post:	Fixed Purpose
Number of Vacancies:	1
Number of hours per week:	40

SCHOOL DETAILS

School Type:	Voluntary Secondary School
School Structure:	Co-Educational
Current Enrolment:	300
Droichead school:	Yes

POST DETAILS

Additional Information:	<p>Goatstown ETSS is looking for an exceptional school administrator to work with the senior management team in providing a range of supports to the school as it grows over the coming years.</p> <p>A full job specification with information on pay and conditions is attached to this advertisement. See below 'Application Form.'</p> <p>Experience of working with accounts or finance as well as excellent ICT acumen and excellent written English are essential competencies. The ideal candidate will enjoy working in a busy and fun school environment.</p> <p>To apply: Please send a short letter of application saved as a PDF and a short and relevant CV, saved as a PDF to recruitment@goatstownetss.ie</p> <p>Please include the name/ role and mobile contact details for 2 professional and recent referees in your CV.</p> <p>Please put 'Administrator' as the subject of your email.</p>
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APPLICATION REQUIREMENTS

- Letter of Application

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 68366C
Apply To: Goatstown ETSS
Notre Dame Building
Upper Churchtown Road
Dublin 14
D14 Y563
County: Dublin
Postal District: Dublin 14
Enquiries To: recruitment@gsetss.ie
Website: <https://www.goatstownetss.ie>
Further Information: <https://www.goatstownetss.ie>
Application Form: [Administrator Role.pdf](#)

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