

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:**

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.

A full job specification with information on pay and conditions is attached to this advertisement. See below 'Application Form.'

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.

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](mailto:recruitment@goatstownetss.ie)

Please include the name/ role and mobile contact details for 2 professional and recent referees in your CV.

Please put 'Administrator' as the subject of your email.

#### 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](mailto:recruitment@gsetss.ie)  
**Website:** <https://www.goatstownetss.ie>  
**Further Information:** <https://www.goatstownetss.ie>  
**Application Form:** [Administrator Role.pdf](#)

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