

ADVERT ID 152988

Secretary / Administrator

Galway Educate Together Secondary School

Newtownsmith Galway
<https://galwayetss.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Jun 11 2021 12:16:20
Application Closing Date: Tue Jun 22 2021
Commencement Date: Mon Aug 9 2021
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 25

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 207
Droichead school: Yes

POST DETAILS

Additional Information: Galway Educate Together Secondary School is a developing school which opened in August 2019. We are looking for an exceptional school administrator to work with the senior management team in providing a range of supports to the school community as it grows over the coming years.

A full job specification is available on our website here:
<http://galwayetss.ie/Page/Vacancies/49014/Index.html>

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 dynamic school environment.

The Educate Together Blueprint for Second Level schools which outlines our ethos can be found here: <https://www.educatetogether.ie/sites/default/files/blueprint-final.pdf>

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@galwayetss.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
- Referees (name, role, contact no.)

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 68347V
Apply To: Grianach House
Murrough
Old Dublin Road
Galway
H91YTR6
County: Galway
Enquiries To: recruitment@galwayetss.ie
091394262
Website: <https://galwayetss.ie>
Further Information: <http://galwayetss.ie/Page/Vacancies/49014/Index.html>

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