ADVERT ID 100872 *

Secretary

Glasnevin Educate Together National School

FAO: The Chairperson Address: GETNS, Griffith Avenue, Glasnevin, D11 A2YT
https://www.get.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Thu May 10 2018 10:30:26
Application Closing Date:	Thu May 24 2018
Commencement Date:	Wed Jun 6 2018
Status of Post:	Fixed-term
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total number of staff:	30
Current Enrolment:	290

POST DETAILS

Panel of Applicants:	An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.
Additional Information:	A minimum of 5 years experience necessary. Key responsibilities include, reception duties; secretarial duties; administration including financial; enrolment; other tasks. Excellent communictaion, interpersonal and organisational skills are required. Ability to initiate, plan and work on own initiative required. Ability to work in a team environment with principal and other staff essential.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	20168D
Apply To:	FAO: The Chairperson Address: GETNS, Griffith Avenue, Glasnevin, D11 A2YT
County:	Dublin
Email Address:	getnsprincipal@gmail.com
Phone:	
Website:	https://www.get.ie

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