

ADVERT ID 130157

## Secretary / Administrator

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### Hansfield ETSS

Barnwell Road Hansfield Dublin 15 Dublin D15 TF6F  
<https://www.hansfieldsecondary.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Nov 19 2019 10:15:02  
**Application Closing Date:** Wed Dec 4 2019  
**Commencement Date:** Mon Jan 6 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Current Enrolment:** 750

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#### POST DETAILS

**Additional Information:** Code: ADMIN 2019

Subject: School Secretarial / Administration Position

Hansfield ETSS opened in 2014 under the patronage of Educate Together. It will cater for approximately 650 students (Junior and Senior Cycle) in 2019/20 and is expected to grow to 1000 students by 2022. Applicants should be committed to working collaboratively within the school community to build the school in the context of its distinctive ethos.

See attachment for full information

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 68101M  
**Apply To:** Barnwell Road  
Hansfield  
Dublin 15  
Dublin  
D15 TF6F  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [info@hetss.ie](mailto:info@hetss.ie)  
018614729  
**Website:** <https://www.hansfieldsecondary.ie>  
**Application Form:** [School Secretarial - Administration Position Hansfield ETSS November 2019.pdf](#)

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