

ADVERT ID 143780

Secretary

Ashbourne ETNS

Killegland Ashbourne Ashbourne A84A4X6
<https://www.ashbourneetns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Mon Oct 12 2020
Application Closing Date: Tue Oct 20 2020
Commencement Date: Mon Nov 9 2020
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Educate Together
Total No. of Teaching Staff: 30
Current Enrolment: 416
Droichead school: Yes

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:

The successful candidate should have:
 Experience in an office /admin setting
 Experience working in a school is preferable
 Excellent communication, interpersonal and organisational skills.
 Excellent IT skills, proficiency in Word, Excel and Publisher.
 Experience in using Aladdin, OLCS, and POD.
 Experience in updating and maintaining a school website.
 Competency in maintaining financial records and accounts.
 First Aid Qualification
 Have completed the TUSLA Children First
 Experience in working in a child centred environment.
 This position is covering a job share arrangement likely to run for the remainder of the academic year.

It is hoped that interviews will be held on Friday 23rd October

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20396Q
Apply To: recruitment.ashbourneetns@gmail.com
County: Meath
Enquiries To: recruitment.ashbourneetns@gmail.com
01 8357493
Website: <https://www.ashbourneetns.ie>

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