

ADVERT ID 143780

## Secretary

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### Ashbourne ETNS

killlegland Ashbourne Ashbourne  
<https://www.ashbourneetns.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Oct 12 2020 10:16:06  
**Application Closing Date:** Tue Oct 20 2020  
**Commencement Date:** Mon Nov 9 2020  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### 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

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#### 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](mailto:recruitment.ashbourneetns@gmail.com)  
**County:** Meath  
**Enquiries To:** [recruitment.ashbourneetns@gmail.com](mailto:recruitment.ashbourneetns@gmail.com)  
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**Website:** <https://www.ashbourneetns.ie>

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