

**Donegal ETB – Mission Statement**

**“Our aim is to promote, offer and support accessible, inclusive and holistic learning opportunities which will enable young people and adults to empower themselves to reach their full potential in society.”**

Applications are invited from suitably qualified, registered and experienced persons for the following position with effect from 1st September, 2017.

**DEPUTY PRINCIPAL**

**Abbey Vocational School**

**Abbey Vocational School, Donegal Town, CO. Donegal**

**Location and Campus**

Abbey Vocational School is one of the 15 schools administered by Donegal Education and Training Board

The Abbey is the largest of the 15 schools in the scheme. It is non-denominational school catering for 842 students drawn from a catchment area at the northern tip of Donegal Bay.

**The Person**

The ideal candidate will possess a high level of interpersonal skills, considerable motivational and leadership qualities, as well as the educational vision, organisational capacity and managerial potential commensurate with the responsibilities of this key post. The person appointed will have a significant knowledge and experience of school administration, people management and will be conversant with current trends and developments in education.

Qualifications, conditions of service and remuneration are, in accordance with Department of Education & Skills regulations.

**Deputy Principal’s Allowance**: Category XVI [16] €26,253

**The closing date for receipt of completed application forms is 12:00 noon on Friday, 7th April, 2017**

**Please note:**

* Completed application forms will be not be accepted via e-mail
* Shortlisting of applicants will take place.
* Late applications will not be considered.

It is the responsibility of each applicant to ensure that the completed application form is received by Donegal ETB by **12:00 noon on Friday, 7th April, 2017.**

**Contact Details:** Further information and Application Forms are available on request from:

Marie Donnelly, Human Resources Division, Donegal ETB, Ard O’Donnell, Letterkenny, Co. Donegal,

F92 DP98 T: (074) 9161551 E-mail: mariedonnelly@donegaletb.ie

# Notes to help applicants

Thank you for your interest in this position as Deputy Principal of Abbey Vocational School with Donegal ETB. Please ensure you have a copy of the Job Description and Person Specification before completing this application.

1. Please make sure you sign and date where indicated on the last page of the Application Form.

2. You may submit your application by email before the latest date for receipt of completed applications. However, we will in addition require a signed hard copy of your application.

3. You may attach any additional information, which you consider necessary in support of your application in the form of an addendum to the form.

4. Please note that we plan to contact referees in advance of interviews. Please note that we reserve the right to contact previous employers as listed by you, but not nominated as referees.

5. On being invited to interview you will be required to make a five (5) minute verbal presentation (without the use of IT Equipment) on:-

***‘My vision and strategy for the development and enhancement of Abbey Vocational School*.**

If you have any queries in relation to the application process, please contact,

Ms. Marie Donnelly by phone on (074) 91 61551 or email to mariedonnelly@donegaletb.ie

**Draft Appointment Timetable**

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| --- | --- |
| **Wednesday, 22nd March, 2017** | Position advertised on the web site www.donegaletb.ie |
| **Friday, 24th March, 2017** | Position advertised in the Irish Times (Friday) |
| **Sunday, 26th March, 2017** | Position advertised in the Sunday Independent |
| **Friday, 7th April 2017 at 12:00 noon** | Closing date for receipt of completed application forms |
| **Week commencing 24th April, 2017**  | Processing of Application Forms, Shortlisting of applicants, if necessary. Referees contacted. Interviews arranged.  |

**The above timetable is for the assistance of applicants. While every effort will be made**

**to adhere to the dates listed, the scale/number of applications may require changes to the timetable.**