

**Donegal VEC – 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 March, 2014:

**PRINCIPAL**

**Abbey Vocational School, Donegal Town**

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

**Location and Campus**

The Abbey Vocational School is a co-educational second level school with a current enrolment of 752 day students located on the outskirts of Donegal Town. The school offers the Leaving Certificate, Leaving Certificate Vocational Programme, Leaving Certificate Applied Programme, Junior Certificate and the Junior Certificate Schools Programme.

**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 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.

**Principal’s Allowance**: Category XV (€39,079)

**The closing date for receipt of completed application forms is 12:00 noon on Friday, 14th February, 2014.**

**Please note:**

* Completed application forms will 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, 14th February, 2014.**

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

Linda Harley, Human Resources Division, ETB Administrative Offices, Ard O’Donnell,

Letterkenny, Co. Donegal T: (074) 9161510 F: (074) 9161544 E-mail: [linda@donegaletb.ie](mailto:linda@donegaletb.ie)

# Notes to help applicants

Thank you for your interest in this position as Principal of the 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 a faxed or e-mailed application 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 presentation (without the use of IT Equipment) on:-

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

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

Ms. Linda Harley by phone on (074) 91 61510 or by fax on (074) 91 61544 or email to [linda@donegaletb.ie](mailto:linda@donegaletb.ie)

**Draft Appointment Timetable**

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| **Friday, 31st January, 2014** | Position advertised in the Irish Times (Friday). |
| **Sunday, 2nd February, 2014** | Position advertised in the Sunday Independent  with further information available on the web site [www.donegaletb.ie](http://www.donegaletb.ie) |
| **Friday, 14th February, 2014 at 12:00 noon** | Closing date for receipt of completed application forms |
| **17th – 28th February, 2014** | Processing of Application Forms, Shortlisting of applicants, if necessary. Referees contacted. Interviews arranged. Interviews Held and outcome of interviews communicated to applicants. |

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.