

ADVERT ID 125725

## Secretary

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### Stratford Lodge NS

Church Lane Baltinglass W91KX75  
<https://stratfordlodgens.scoilnet.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed Aug 7 2019 07:26:25  
**Application Closing Date:** Wed Aug 21 2019  
**Commencement Date:** Wed Sep 4 2019  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Church of Ireland  
**Total No. of Teaching Staff:** 4  
**Current Enrolment:** 71  
**Droichead school:** No

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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:** This is a part time position, 8 hours per week during school term time.  
The key responsibilities of the role include:  
- Day to day school accounts  
- Use of Databiz and POD (Pupil Online Database)  
- Use of OLCS payment system  
- Answering telephone calls  
- Other administrative tasks as needed

Appointment will be subject to current Garda Vetting requirements

Please mark subject line as "Secretary Application"

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 19339U  
**Apply To:** The Chairperson  
Stratford Lodge National School  
**County:** Wicklow  
**Enquiries To:** [stratfordlodgerecruitment@gmail.com](mailto:stratfordlodgerecruitment@gmail.com)  
059 6481919  
**Website:** <https://stratfordlodgens.scoilnet.ie>

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