

ADVERT ID 231357

## Secretary / Administrator

### Stratford College

1 Zion Road Rathgar Dublin 6 Dublin DO6 T9V3  
<https://www.stratfordcollege.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Tue Apr 1 2025 06:51:33  
**Application Closing Date:** Fri Apr 11 2025  
**Commencement Date:** Mon Jun 2 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 190  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

Vacancy for a full-time (3 or 5 days) school secretary.  
Will suit a candidate looking for 3 days or 5 days of work  
Join a vibrant and energetic administration team, working to support the day to day operation of this busy school

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 61020A  
**Apply To:** 1 Zion Road  
Rathgar  
Dublin 6  
Dublin  
DO6 T9V3  
**County:** Dublin  
**Postal District:** Dublin 6  
**Enquiries To:** [nbarrett@stratfordcollege.ie](mailto:nbarrett@stratfordcollege.ie)  
**Website:** <https://www.stratfordcollege.ie>  
**Further Information:** <https://www.stratfordcollege.ie/>

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