

ADVERT ID 245407

Secretary

Alexandra College Junior School

Upper Milltown Road Milltown Road Milltown N/A D06 X520
<https://www.alexandracollege.eu>

MAIN DETAILS

Status: Editing
Level: Primary
Date Posted: Mon Oct 6 2025
Application Closing Date: Wed Oct 15 2025
Commencement Date: Mon Nov 3 2025
Status of Post: Fixed-term
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Junior School
Gender: Girls
School Patronage: Church of Ireland
Total No. of Teaching Staff: 20
Current Enrolment: 300
Droichead school: Yes

POST DETAILS

Additional Information:

Monday to Friday: 8.30am to 4.30pm
Very organised, professional, positive person required.
Strong IT skills required.
Experience in a primary school beneficial.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 00003X
Apply To: Upper Milltown Road
Milltown Road
Milltown
N/A
D06 X520
County: Dublin
Postal District: Dublin 6
Enquiries To: avrillamplugh@alexandracollege.ie
Website: <https://www.alexandracollege.eu>

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