

ADVERT ID 248398

## 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:** Mon Feb 23 2026  
**Application Closing Date:** Fri Mar 6 2026  
**Commencement Date:** Mon Mar 23 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 36.5

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 200  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

Vacancy for a full-time school secretary.

Office hours Mon-Thurs 8am-4:30pm and Fri- 8am- 3:30pm

Join a vibrant and energetic administration team, working to support the day to day operation of this busy school

Email [recruitment@stratfordcollege.ie](mailto:recruitment@stratfordcollege.ie) with your CV, Letter of Application and Reference details.

Remuneration in line with FSSU rates, dependant on experience

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

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