

ADVERT ID 122879

## Secretary / Administrator

### Stratford College

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



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Tue Jun 18 2019 10:59:39  
**Application Closing Date:** Fri Jun 28 2019  
**Commencement Date:** Mon Aug 12 2019  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 35

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 173  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** Stratford College invites applications for the position of School Secretary (privately paid) to provide secretarial, clerical & admin support to the Principals, Deputy Principals, and other staff of both Stratford Schools and our patron body. Application should be from experienced, fluent speakers of English with excellent IT & office skills, a proven ability to work on own initiative & attention to detail in a busy work environment. Shortlisting will apply & only short listed candidates will be contacted. Garda Vetting will be required & referees will be contacted. Application by email only to [admin@stratfordcollege.ie](mailto:admin@stratfordcollege.ie) with names of 2 referees on/before Friday, 28th June 2019. Position will commence on Monday 12th August 2019. Further details are available from [admin@stratfordcollege.ie](mailto:admin@stratfordcollege.ie)

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 61020A  
**Apply To:** For the Attention of : Ms. Patricia Gordon, Principal  
Stratford College  
1 Zion Road  
Rathgar  
Dublin 6  
Dublin  
DO6 T9V3  
**County:** Dublin  
**Postal District:** Dublin 6  
**Enquiries To:** [admin@stratfordcollege.ie](mailto:admin@stratfordcollege.ie)  
014922315  
**Website:** <https://www.stratfordcollege.ie>  
**Further Information:** <https://www.stratfordcollege.ie/>

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