

ID FÃ©GRA 241228

## RÃ©naÃ©

## Stratford NS

1 Zion Road Rathgar D06 E161  
<https://www.stratfordns.ie>



## PRÃ©OMHSHONRAÃ©

StÃ©idas:	GnÃ©mhach
LeibhÃ©al:	Bunscoil
DÃ©ta PostÃ©ilte:	CÃ©ad IÃ©il 16 2025
SpriocdhÃ©ta le haghaidh larratas:	CÃ©ad IÃ©il 30 2025
DÃ©ta Tosaithe:	MÃ©irt LÃ©n 26 2025
StÃ©idas an Phoist:	PÃ©irtaimseartha
LÃ©on na bhFolÃ©ntas:	1

## SONRAÃ© SCOILE

CineÃ©il Scoile:	PrÃ©omhshruith le Ranganna Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	GiÃ©dach
LÃ©on lomiÃ©n na mBall	10
Foirne MÃ©inteoireachta:	
Rolla Reatha:	100
Scoil Droichead:	TÃ©

## SONRAÃ© AN PHOIST

## PainÃ©al larratasÃ©irÃ©:

FÃ©adfar painÃ©al inmheÃ©nach dÃ©?iarratasÃ©irÃ© oiriÃ©nacha a bhunÃ© chun folÃ©ntais a IÃ©onadh a dÃ©?fhÃ©adfadh teacht chun cinn laistigh de thrÃ©imhse ama ar leith Ã©n dÃ©ta a fhaomhfaidh an Bord an t-iarrthÃ©ir rathÃ©il (ceithre mhÃ© i gcÃ©is poist mhÃ©inteora agus fad na scoilbhliana do phoist CRS).

## Eolas Breise:

The Board of Management of Stratford National School invites applications for the position of Part-Time School Secretary.

## Position Details:

- Contract Type: Part-Time Ã©? 12.5 hours per week
- Salary & Conditions: In line with Circular 0036/2022 Ã©? entry point on the scale unless the successful candidate has prior experience as a School Secretary.
- Start Date: 26th August 2025
- Location: Stratford National School, 1 Zion Road, Rathgar, Dublin 6, D06E161

## About Us:

Stratford National School is a vibrant, inclusive learning environment underpinned by a Jewish ethos that values respect, community, and educational excellence. The School Secretary plays a vital role in supporting the daily operations of the school and fostering a welcoming atmosphere for pupils, parents, and staff alike.

## The Role:

The successful candidate will provide key administrative and secretarial support to the Principal and school staff, and will manage the school office in a warm, professional, and confidential manner. This role requires a highly organised and flexible individual with strong interpersonal

skills and administrative experience.

This appointment is subject to:

- Garda Vetting
- A probationary period
- Medmark Assessment
- Completion of TUSLA Child Protection Training

Full induction will be provided.

Main Responsibilities:

- Acting as the first point of contact for visitors and calls to the school
- Communicating professionally with staff, parents, pupils and external stakeholders
- Managing school databases and filing systems (e.g. Aladdin, OLCS, POD, Revenue)
- Coordinating correspondence, email and post in a timely and confidential manner
- Supporting school financial administration including online payments, FSSU reporting, invoicing and record-keeping
- Assisting the Principal and Treasurer with payroll processes and monthly accounts
- Maintaining records of staff leave and organising substitute cover
- Operating office equipment and managing school and office supplies
- Upholding the school's policies, including compliance with GDPR and data protection regulations
- Supporting the Jewish ethos and inclusive culture of Stratford National School

Essential Criteria:

- Excellent communication and interpersonal skills (oral and written)
- Strong administrative and organisational skills
- Proficiency in ICT (e.g. Microsoft Office, email, spreadsheets)
- Ability to work on your own initiative and as part of a team
- High level of discretion, trustworthiness, and confidentiality
- Flexibility and adaptability to school needs
- Knowledge of GDPR & data protection requirements

Desirable (but not essential) Experience:

- Experience working in a school setting
- Familiarity with school systems such as Aladdin, POD, OLCS, FSSU templates, and TUSLA returns

Please submit your CV and cover letter outlining your suitability for the role to [applications@stratfordns.ie](mailto:applications@stratfordns.ie)

Stratford National School is an equal opportunities employer and is committed to creating a safe and respectful environment where every member of the school community is valued. Candidates are expected to support and respect the Jewish ethos of the school.

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- RÃ©iteoirÃ (ainm, rÃ©, uimhir theagmhÃ¼la.)
- CV (Digiteach)

Is fÃ©idir iarratais a chur isteach trÃ

- RÃ©omhphost

## CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

**Uimhir Rolla:** 16966J  
**Cuir iarratas Chuig:** applications@stratfordns.ie

Please insert Secretary Application in the subject line.

**Contae:** Baile Átha Cliath  
**Ceantar Poist:** Dublin 6  
**Ceisteanna Chuig:** [info@stratfordns.ie](mailto:info@stratfordns.ie)  
**Suíomh Grádasáin:** <https://www.stratfordns.ie>  
**Tuilleadh Eolais:** <https://www.stratfordns.ie/>

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus d'anann IPPN á a cheadú le haghaidh áisíde ag cuardaitheoir post amháin. Níl fíor an fhaisnéis atá ann a áosláil, a cháipeáil níl a áisid chun críocha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna grádasáin earcaíochta agus fágraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rí IPPN.