

ADVERT ID 262822

Secretary / Administrator

St. Raphaela's Secondary School

St Raphaela's Road Stillorgan Blackrock Stillorgan a94nt29
<https://www.straphaelas.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Sep 29 2026
Application Closing Date: Sun Oct 4 2026
Commencement Date: Mon Nov 9 2026
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 641
Droichead school: Yes

POST DETAILS

Additional Information:

This position will be Dept of Ed paid.

The hours are as follows: Mondays and Tuesdays 8 to 4.30. Wednesdays 9.30 to 3.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60361V
Apply To: St Raphaela's Road
Stillorgan
Blackrock
Stillorgan
a94nt29
principal@straphaelas.ie
County: Dublin
Postal District: County Dublin
Website: <https://www.straphaelas.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.