

ADVERT ID 244091

## Secretary

### St Marys NS

Grace Park Rd. Athlone N37PX01  
<https://www.stmarysprimaryschoolathlone.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Sep 2 2025  
**Application Closing Date:** Tue Sep 16 2025  
**Commencement Date:** Mon Nov 3 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 55  
**Current Enrolment:** 607  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

This is a Maternity Leave contract for 26 weeks.  
Days of Work are Monday - Wednesday

#### 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 (Unbound/Slide Binder)

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20073P  
**Apply To:** Secretary Application  
St. Mary's Primary School  
Grace Park Rd.  
Athlone  
N37PX01  
**County:** Westmeath  
**Enquiries To:** [stmarysathlone@gmail.com](mailto:stmarysathlone@gmail.com)  
**Website:** <https://www.stmarysprimaryschoolathlone.com>

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