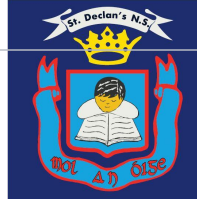


ADVERT ID 251900

## Secretary

### St. Declan's National School

Bourne Avenue Ashbourne Co. Meath Ashbourne A84KT02  
<https://www.decsash.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri May 8 2026  
**Application Closing Date:** Wed May 27 2026  
**Commencement Date:** Wed Aug 19 2026  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 40  
**Current Enrolment:** 655  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management are recruiting a school secretary to work:

Monday – Wednesday 9:00am – 3:30pm  
 Thursday - Friday 8:45am - 3:30pm  
 (33 hours)

The contract will include working some time over school holiday periods.

Key responsibilities will include:

- Reception and secretarial duties
- Financial/day-to-day school accounts
- Management of Admissions
- Other tasks as directed by the principal/deputy principal

The successful candidate will:

- Have strong organisational and interpersonal skills.
- Have excellent communication skills including both in oral and written English grammar, spelling, punctuation and vocabulary.
- Have excellent I.C.T. and computer skills, including proficiency with Microsoft Office suite; a commitment to upskilling in emerging technologies will be required.
- Experience in bookkeeping or managing finances/resources

#### 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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19486K

**Apply To:** FAO: Chairperson of the Board of Management

[secretary.applications@decsash.ie](mailto:secretary.applications@decsash.ie)

When you email your application documentation, you should receive an automatic email response to acknowledge receipt of your email. Please check to ensure that you have received this email.

Closing date/time for applications is 5pm on Wednesday 27th May 2026.

**County:** Meath

**Enquiries To:** 018350594

**Website:** <https://www.decsash.ie>

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