

ADVERT ID 252917

Secretary

St Marys NS

Tudor Grove Ashbourne A84X762
<https://www.smash.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue May 19 2026
Application Closing Date: Tue May 26 2026
Commencement Date: Mon Aug 31 2026
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 30
Current Enrolment: 479
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

School Secretary (Part Time, Fixed Term contract until June 2027) - 5 days per week for school terms • 3 hours per day - 9.15am to 12.15pm.

St Mary's NS is seeking an organised, friendly, and efficient secretary to join our team on a part time basis. This role is ideal for someone who enjoys working in a dynamic school environment and can manage a variety of school related administrative tasks with confidence.

Key Requirements

- High proficiency with IT
- Excellent communication and organisational skills
- Experience in Public Procurement process, bookkeeping/managing finances and resources
- Ability to multitask in a fast paced setting
- Professional, welcoming and a discrete manner when dealing with pupils, staff, parents, and visitors

Desirable Experience

- Familiarity with school administrative systems
- Experience in a school or office setting
- Experience with OLCS, Esinet, school accounting

Role Details

- Hours: 3 hours per day 9.15am to 12.15pm

- Days: 5 days per week (school days)
- Answering and directing phone calls
- Managing messages and basic enquiries
- Supporting the school office with administrative tasks
- Assisting with day-to-day organisation as needed

Garda vetting for the successful candidate will be essential.

Candidates called to interview will be required to provide proof of qualifications. Please apply via email (secretary.smash@gmail.com). Invitation to interview will issue via email. Interviews will be held week of Monday 1st June

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 (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19768U
Apply To: secretary.smash@gmail.com
Pat O'Connor
Chairperson Board of Management
St Mary's NS
Tudor Grove
Ashbourne
Co Meath
A84X762
County: Meath
Enquiries To: stmarysns1@gmail.com
Website: <https://www.smash.ie>
Further Information: <https://www.smash.ie>

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