

ADVERT ID 254334

Secretary

St. Finian's National School Clonard

St. Finian's N.S. Clonard A83TY71
<https://www.stfiniansnscloonard.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri Jun 5 2026
Application Closing Date: Fri Jun 19 2026
Commencement Date: Mon Aug 31 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6
Current Enrolment: 62
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:

St. Finian's National School is a Catholic school under the patronage of the Bishop of Meath.

St. Finian's National School is hiring a part time secretary. The working days will be Monday and Wednesday mornings, 6.5 hours per week.

Responsibilities will include managing the school office and acting as the primary point of contact for visitors and callers, managing accounts, processing invoices, overseeing payroll, online banking, maintaining accurate school records and managing admissions along with other tasks supporting the day to day running of the school.

Requirements: High level of proficiency in IT, excellent interpersonal and communication skills, ability to work independently, multitask, and maintain strict confidentiality.

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: 16067V
Apply To: jobs@stfinians.ie
St. Finian's N.S.
Clonard
A83TY71
County: Meath
Enquiries To: jobs@stfinians.ie
Website: <https://www.stfiniansnsclonard.ie>

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