

ADVERT ID 255649

Secretary / Administrator

Scoil Mhuire

Scoil Mhuire Patrick Street Trim C15 FF67
<https://www.scoilmhuiretrim.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Jun 16 2026
Application Closing Date: Tue Jun 23 2026
Commencement Date: Tue Sep 1 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 18.5

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 814
Droichead school: Yes

POST DETAILS

Additional Information:

This position is for a school secretary to work on a Job Share basis. The successful candidate will be paid by the Department of Education and Youth.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 64450R
Apply To: Principal
Scoil Mhuire
Patrick Street
Trim
C15 FF67
County: Meath
Enquiries To: info@scoilmhuiretrim.ie
Website: <https://www.scoilmhuiretrim.ie>

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