

ADVERT ID 261594

Secretary / Administrator

Ashbourne Community School

Ashbourne Community School 1, Deerpark, Ashbourne A84T925
<https://www.ashcom.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Aug 31 2026
Application Closing Date: Fri Sep 11 2026
Commencement Date: Mon Sep 21 2026
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 14.5

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 1111
Droichead school: Yes

POST DETAILS

Additional Information:

Part-time temporary administrative assistant required (14.5 hours per week).

Duties include:

- Relief receptionist and switchboard operator
- Purchase of stationery and stock control
- Provide an efficient daily photocopying service to management and staff as required.
- Liaise with service providers with regard to service calls re maintenance of photocopier and printing machines in the building.
- Liaise with canteen service provider
- Assisting with school events management

14.5 hours per week mostly during school term time – attendance times to be negotiated with Principal.

Salary will be as per Department of Education & Youth's circular.

A Garda Vetting Disclosure and declaration of fitness for employment will be required for appointment to this position. It is a requirement to hold a statutory declaration and form of undertaking upon offer of employment.

Appointment is subject to the approval of and sanction by the Department of Education & Youth

APPLICATION REQUIREMENTS

- Letter of Application
- Professional references x 2 (written)
- Copy of relevant certificates
- CV (Digital)

Closing date for receipt of application is 12 noon Friday, 11th September, 2026.

Applications to be submitted by Email to recruit@ashcom.ie

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- 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: 91495T
Apply To: Ashbourne Community School
1, Deerpark,
Ashbourne
A84T925
recruit@ashcom.ie
County: Meath
Website: <https://www.ashcom.ie>
Further Information: <https://www.ashcom.ie/recruitment>

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