

ADVERT ID 247814

## Secretary

### St Marys NS

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



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Jan 14 2026  
**Application Closing Date:** Mon Jan 26 2026  
**Commencement Date:** Tue Feb 3 2026  
**Status of Post:** Fixed-term  
**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:** 483  
**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 2026) - 5 days per week for school terms • 3 hours per day - 9am to 12pm. There may be scope for the role to develop further over time, though this is not yet confirmed.

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 administrative tasks with confidence.

##### Key Requirements

- Proficiency with IT
- Excellent communication and organisational skills
- Ability to multitask in a fast paced setting
- Professional, welcoming and discrete manner when dealing with pupils, staff, parents, and visitors

##### Desirable Experience

- Familiarity with administrative systems
- Experience in a school or office setting is desirable but not essential

##### Role Details

- Hours: 3 hours per day 9am to 12pm
- Days: 5 days per week (school days)

- Welcoming visitors and parents in a professional, friendly manner
- Answering and directing phone calls
- Managing messages and basic enquiries
- Supporting the school office with light 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](mailto:secretary.smash@gmail.com)). Invitation to interview will issue via email. Interviews will be held week of 26th January.

#### 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](mailto: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:** [stmarys1ns@gmail.com](mailto:stmarys1ns@gmail.com)  
**Website:** <https://www.smash.ie>  
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