ADVERT ID 247814

Secretary

St Marys NS

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

MAIN DETAILS

Status:	Deactivated
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:	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 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). Invitation to interview will issue via email. Interviews will be held week of 26th January.

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
- 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:	stmarys1ns@gmail.com
Website:	https://www.smash.ie
Further Information:	https://www.smash.ie

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