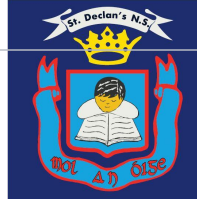


ADVERT ID 251900

Secretary

St. Declan's National School

Bourne Avenue Ashbourne Co. Meath Ashbourne A84KT02
<https://www.decsash.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Fri May 8 2026
Application Closing Date: Wed May 27 2026
Commencement Date: Wed Aug 19 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 40
Current Enrolment: 655
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management are recruiting a school secretary to work:

Monday – Wednesday 9:00am – 3:30pm
 Thursday - Friday 8:45am - 3:30pm
 (33 hours)

The contract will include working some time over school holiday periods.

Key responsibilities will include:

- Reception and secretarial duties
- Financial/day-to-day school accounts
- Management of Admissions
- Other tasks as directed by the principal/deputy principal

The successful candidate will:

- Have strong organisational and interpersonal skills.
- Have excellent communication skills including both in oral and written English grammar, spelling, punctuation and vocabulary.
- Have excellent I.C.T. and computer skills, including proficiency with Microsoft Office suite; a commitment to upskilling in emerging technologies will be required.
- Experience in bookkeeping or managing finances/resources

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.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19486K

Apply To: FAO: Chairperson of the Board of Management

secretary.applications@decsash.ie

When you email your application documentation, you should receive an automatic email response to acknowledge receipt of your email. Please check to ensure that you have received this email.

Closing date/time for applications is 5pm on Wednesday 27th May 2026.

County: Meath

Enquiries To: 018350594

Website: <https://www.decsash.ie>

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