

ADVERT ID 255649

## Secretary / Administrator

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### Scoil Mhuire

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

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#### 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

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#### SCHOOL DETAILS

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

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#### 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](mailto:info@scoilmhuiretrim.ie)  
**Website:** <https://www.scoilmhuiretrim.ie>

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