

Advertisement for Clerical Officer(2 vacancies) at Ardee Community School

Date Posted: 11th June 2025

Application Closing Date:

Wednesday 25th June 2025 at 5:00pm

Commencement Date:

Mon Aug 11th 2025

Status of Post:

Fixed-term

Number of Vacancies:

2

Number of hours per week:

35

SCHOOL DETAILS

School Type:

Community School

Current Enrolment:

1353

Droichead school:

Yes

POST DETAILS

Additional Information:

Two positions:

Position 1: Fulltime Clerical Officer in a Department of Education & Youth approved position (Grade III), 35 hours per week.

Position 2: Part-time Clerical Officer, 24 hours and 30 mins (0.7 of a wholetime post per week).

A detailed job description/person specification and the Application Form for both positions are posted on the school website. www.ardeecommunityschool.ie/vacancies or will be made available on request by emailing recruitment@ardeecs.ie

Any future vacancies which may arise in the short term may be filled from this recruitment process.

All applications are to be made on the school application form only and are to be emailed with two recent references and a letter of application to recruitment@ardeecs.ie

Ardee Community School is an equal opportunities employer.

Short listing may apply.

Canvassing will disqualify

Interviews will take place in person during the week beginning Monday 30th of June 2025.

APPLICATION REQUIREMENTS

Letter of application,

Ardee Community School Application Form

Two References (Written)

References (Name, Role and contact No)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:

91441T

Apply To:

recruitment@ardeecs.ie

County:

Louth

Enquiries To:

recruitment@ardeecs.ie

Website:

<https://www.ardeecommunityschool.ie>