

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

**Date Posted:** 11<sup>th</sup> June 2025

**Application Closing Date:**

Wednesday 25<sup>th</sup> 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](http://www.ardeecommunityschool.ie/vacancies) or will be made available on request by emailing [recruitment@ardeecs.ie](mailto: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](mailto: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 30<sup>th</sup> 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](mailto:recruitment@ardeecs.ie)

### County:

Louth

### Enquiries To:

[recruitment@ardeecs.ie](mailto:recruitment@ardeecs.ie)

### Website:

<https://www.ardeecommunityschool.ie>