ADVERT ID 238251

Secretary / Administrator

Ardee Community School

Ardee Community Schoool John St Ardee A92 F838
https://www.ardeecommunityschool.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Thu Jun 12 2025
Application Closing Date:	Wed Jun 25 2025
Commencement Date:	Mon Aug 11 2025
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	35

SCHOOL DETAILS

School Type:	Community School
School Structure:	Co-Educational
Current Enrolment:	1353
Droichead school:	Yes

POST DETAILS

Additional Information:
Fulltime Clerical Officer in a Department of Education & Youth approved position (Grade III), 35 hours 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

- References (written)

- Referees (name, role, contact no.)

- External Application Form

- Email

Roll Number:	91441T
Apply To:	recruitment@ardeecs.ie
County:	Louth
Enquiries To:	recruitment@ardeecs.ie
Website:	https://www.ardeecommunityschool.ie