

ADVERT ID 238251

## Secretary / Administrator

### Ardee Community School

Ardee Community School 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](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 30th of June 2025.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- External Application Form

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>

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