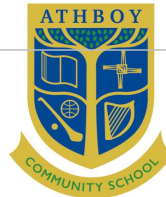


ADVERT ID 259224

Secretary / Administrator

Athboy Community School

Athboy Community School Athboy Co. Meath Athboy C15 XY73
<https://www.athboycs.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Jul 22 2026
Application Closing Date: Thu Aug 6 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Permanent
Number of Vacancies: 2
Number of hours per week: 35

SCHOOL DETAILS

School Type: Community School
School Structure: Co-Educational
Current Enrolment: 740
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Athboy Community School invites applications for the following two full-time positions:

Clerical Officer Grade IV

Clerical Officer Grade III

Both positions are full-time. Applicants should have previous experience in an administrative role and knowledge of accounts and budgeting packages. Strong IT skills are required, particularly in Microsoft Office, Outlook, Word, Excel and OneDrive. Applicants must also be well organised and have excellent interpersonal skills. Fluency in English is essential.

A detailed job description is available at: www.athboycs.ie (Under "Our School")

A Letter of Application, together with an up-to-date CV, should be submitted by email to office@athboycs.ie.

The Secretary, Board of Management, Athboy Community School

Applications should be submitted by email only to office@athboycs.ie

Closing date for receipt of applications is 6 August 2026 at 4pm

Interviews are provisionally scheduled for the week of 10 August 2026.

Shortlisting may apply. Only candidates shortlisted for interview will be contacted.

Late applications will not be considered.

Canvassing will disqualify.

The successful candidate will be required to undergo Garda vetting in accordance with relevant requirements.

The appointment will be made under the terms and conditions applicable to clerical officer appointments in community and comprehensive schools. Salary will be in accordance with the relevant Department of Education and Youth salary scale for the grade appointed, as set out in Circular Letter 0060/2026.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	91517D
Apply To:	Athboy Community School Athboy Co. Meath Athboy C15 XY73 office@athboycs.ie
County:	Meath
Website:	https://www.athboycs.ie

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