



Athboy Community School Kells Road, Athboy, Co. Meath

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

- 1. Clerical Officer Grade IV**
- 2. 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

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

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.