

ID FÃ©GRA 230600

## RÃ©naÃ© / RiarthÃ©ir

## Ashbourne Community School

Ashbourne Community School 1, Deerpark, Ashbourne A84T925  
<https://www.ashcom.ie>



## PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Iarbhunscoil
DÃ©ta PostÃ©ilte:	Aoine MÃ©rta 14 2025 16:32:43
SpriocdhÃ©ta le haghaidh Iarratas:	MÃ©irt Aib 1 2025
DÃ©ta Tosaithe:	Luan Aib 28 2025
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	35

## SONRAÃ© SCOILE

CineÃ©il Scoile:	Pobalscoil
StruchtÃ©r na Scoile:	Comhoideachas
Rolla Reatha:	1072

## SONRAÃ© AN PHOIST

## Eolas Breise:

The Board of Management of Ashbourne Community School invites applications for the position of:

Clerical Officer - Grade 4

This is a full-time position, and applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting. Strong IT skills, particularly MS Office, Excel, Sage Payroll and Surf Accounting packages (or similar) are required.

Applicants must also be well organised with excellent interpersonal skills.

A detailed job description and application form in MSWord format is available to download from the recruitment page of the school's website <https://www.ashcom.ie/recruitment>

A Letter of Application with the official application form completed should be forwarded to:

The Secretary, Board of Management, 1, Deerpark, Ashbourne, Co. Meath. Eircode A84T925  
Or  
via email to [recruit@ashcom.ie](mailto:recruit@ashcom.ie)

Closing date for receipt of applications is noon on Tuesday, 1st April, 2025.

Shortlisting may apply.

Appointment will be subject to the sanction by the Minister for Education, compliance with Garda vetting requirements and pre-employment medical screening.

The appointment is made under the terms and conditions of appointment of a Clerical Officer in a community/comprehensive school. The salary scale for the position is in accordance with the

## RIACHTANAIS IARRATAIS

- Litir Iarratais
- C  ip de Theastais, Diopl  ma, C  imeanna
- Foirm Iarratais Sheachtrach

Is f  idir iarratais a chur isteach tr  

- R  omhphost
- Litir

### CUIR IARRATAS ISTEACH AR AN bhFOL  NTAS SEO

<b>Uimhir Rolla:</b>	91495T
<b>Cuir Iarratas Chuig:</b>	Ashbourne Community School 1, Deerpark, Ashbourne A84T925
<b>Contae:</b>	An Mh��
<b>Ceisteanna Chuig:</b>	<a href="mailto:recruit@ashcom.ie">recruit@ashcom.ie</a>
<b>Su��mh Gr��as��in:</b>	<a href="https://www.ashcom.ie">https://www.ashcom.ie</a>
<b>Tuilleadh Eolais:</b>	<a href="https://www.ashcom.ie/recruitment">https://www.ashcom.ie/recruitment</a>
<b>Foirm Iarratais:</b>	<a href="#">APPLICATION FORM FOR GRADE IV CLERICAL OFFICER (2).pdf</a>

Is ag IPPN at   an c  ipcheart i dtaca leis an fhaisn  is san fh  gra seo agus d  anann IPPN    a chead  n   le haghaidh   s  jide ag cuardaitheoir   post amh  in. N   f  idir an fhaisn  is at   ann a   osl  d  il, a ch  ipe  il n   a   s  jid chun cr  ocha ar bith eile, lena n-  jir  tear a macasamhl   ar shu  mhanna gr  as  in earca  ochta agus f  gra  ochta eile, gan cead sainr  jite i scr  bhinn a fh  il roimh r      IPPN.