



## **St Caimin's Community School Tullyvarraga, Shannon, Co. Clare**

The Board of Management of St Caimin's Community School has a vacancy for the position of:

### **Clerical Officer (full-time) 35 hours per week**

Applicants must have previous experience in an administrative position and have knowledge of accounts and budgeting packages. Strong IT skills, particularly MS Office, Outlook, Word, Excel, and OneDrive are required.

Applicants must also be well-organised with excellent interpersonal skills. Fluency in English is essential.

A detailed job description is available at:

A Letter of Application, with an up-to-date CV should be forwarded to:

The Secretary, Board of Management,  
St Caimin's Community School,  
Tullyvarraga, Shannon,  
Co. Clare

**Closing date for receipt of applications is 24/04/2026**

Shortlisting may apply and only shortlisted candidates will be contacted.  
Late applications will not be considered.  
Canvassing will disqualify.

Garda vetting will apply in respect of this position.

The appointment is made under the terms and conditions of appointment for a clerical officer in a community and comprehensive school. The salary scale for the position is in accordance with the Department of Education & Youth salary scale for a Grade III Clerical Officer (circular letter 0009/2026).