



Ballyhaunis Community School

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

Clerical Officer Grade IV

This position will take effect from 22/09/2025

This is a full-time position and applicants must have a minimum of 2 years previous experience in an administrative position and have an excellent knowledge of accounts and budgeting.

The successful candidate must have proficient IT skills, particularly in relation to accounts software packages, MS Office: Word / Excel / Outlook and social media platforms.

Applicants must be flexible and be well organised with excellent interpersonal skills and are willing to work as part of the Administrative Team.

A detailed job description is available at www.ballyhauniscs.ie

Please note that this advertisement supersedes the previous advertisement for a Grade III Role. All previous applications for that role will now be considered for this position. There is no need to reapply.

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

The Secretary, Board of Management,
Ballyhaunis Community School,
Ballyhaunis, Co. Mayo

Closing date for receipt of applications is **13/08/2025**

Shortlisting may apply.

Garda vetting will apply in respect of this position.

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 DES pay scale for a Grade IV Clerical Officer.