

ADVERT ID 239827

Secretary / Administrator

St. Declan's Community College

Kilmacthomas Kilmacthomas X42 W702

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Tue Jun 24 2025
Application Closing Date:	Tue Jul 15 2025
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	17.5

SCHOOL DETAILS

School Type:	Community College
School Structure:	Co-Educational

POST DETAILS

Additional Information:

Applications are invited from suitably qualified persons for the following:

SCHOOL SECRETARY (GRADE III CLERICAL OFFICER)
ST. DECLAN'S COMMUNITY COLLEGE
PERMANENT CONTRACT – 17.5 HOURS PER WEEK

Application form and full details for the above position may be obtained from
<https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

Completed applications should be returned to vacancies@wwetb.ie by 4:00pm on 15/07/2025.

Shortlisting may apply.

Canvassing by or on behalf of the candidate will automatically disqualify.

Late applications will not be accepted.

All appointments are subject to the sanction of the Minister for Education.

WWETB is an equal opportunities employer.

APPLICATION REQUIREMENTS

- External Application Form

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 72230W
Apply To: Application process via the WWETB website -
<https://www.wwetb.ie/about/organisation/human-resources/vacancies/>
County: Waterford
Enquiries To: vacancies@wwetb.ie
Further Information: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

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