

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](mailto: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](mailto:vacancies@wwetb.ie)  
**Further Information:** <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

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