

ADVERT ID 240010

## Secretary / Administrator

### Dungarvan College

Youghal Road Dungarvan X35 PV34

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Thu Jun 26 2025  
**Application Closing Date:** Fri Jul 18 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1  
**Number of hours per week:** 7



#### SCHOOL DETAILS

**School Type:** Vocational School  
**School Structure:** Co-Educational

#### POST DETAILS

**Additional Information:**

Applications are invited from suitably qualified persons for the following:

SCHOOL SECRETARY (GRADE III CLERICAL OFFICER)  
DUNGARVAN COLLEGE, COLÁISTE DHÚN GARBHÁN  
TEMPORARY PART-TIME CONTRACT FROM 12/08/25- 19/12/25  
1 DAY PER WEEK

Application form and full details may be obtained from Other Vacancies - Waterford and Wexford Education and Training Board (wwetb.ie).

Completed applications should be returned to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) by 4:00pm on 18/07/2025.

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

Applications may be submitted by

- External Application Form

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 72220T  
**Apply To:** <https://www.wwetb.ie/about/organisation/human-resources/vacancies/other-vacancies/>  
**County:** Waterford  
**Enquiries To:** [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie)  
**Further Information:** <https://www.wwetb.ie/about/organisation/human-resources/vacancies/other-vacancies/>

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