ADVERT ID 240010

Secretary / Administrator

Dungarvan College

Youghal Road Dungarvan X35 PV34

MAIN DETAILS

Status:	Deactivated
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 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.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

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
Further Information:	https://www.wwetb.ie/about/organisation/human-resources/vacancies/other-vacancies/

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