

ADVERT ID 245317

## General

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### Waterford College of Further Education

Parnell Street Waterford

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#### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Fri Oct 3 2025  
**Application Closing Date:** Fri Oct 17 2025  
**Status of Post:** Part-Time  
**Number of Vacancies:** 2

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#### POST DETAILS

**Title:**

Personal Assistant & Panel

**Description:**

Waterford and Wexford Education and Training Board (WWETB) invites applications from suitably qualified persons for the position of:

Personal Assistant & Panel  
Waterford College of Further Education  
Temporary part-time post  
Up to 12 hours per week

A panel will be created for positions that may arise during the 2025/2026 academic year.

A Personal Assistant (PA) provides help to students with disabilities who require help with the logistical and personal care requirements associated with attendance on a course of study. The term Personal Assistant refers to an individual who is employed to assist someone with a physical or sensory disability to lead an active, independent life.

The role of a PA is to facilitate a person to live their life as they choose within the community.

Where possible, the student will direct and manage his or her Personal Assistant service.

Therefore, a PA will carry out tasks and duties in accordance with the wishes of the person with whom they work. Hence, the use of the term personal; no two individual's requirements are the same.

**Further Information**

All relevant documents, including the Candidate Information Guide, detailed Job Description and a WWETB Recruitment and Selection Guide are available to download below. Applicants are strongly encouraged to read all documents carefully before completing the application form and to follow all instructions provided.

**Important Notes**

A panel will be created from this competition from which any temporary/permanent vacancies that arise during the school year may be filled

Canvassing by or on behalf of any candidate will result in disqualification.

Shortlisting may apply

Late applications will not be accepted

WWETB is an equal opportunities employer

All applications must be submitted online by midnight on Friday 17th October 2025.

#### APPLICATION REQUIREMENTS

Applications may be submitted by

- External Application Form

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 72240C  
**Apply To:** <https://careers.wwetb.ie>  
**County:** Waterford  
**Enquiries To:** [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie)  
**Further Information:** <https://careers.wwetb.ie>

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