

ADVERT ID 248147

Secretary / Administrator

Creagh College, Gorey

Creagh Gorey

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Feb 4 2026
Application Closing Date: Wed Feb 25 2026
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Vocational School
School Structure: Co-Educational

POST DETAILS

Additional Information:

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

Clerical Officer (Grade III) / School Secretary

Creagh College, Gorey, Co. Wexford

Permanent Full-Time Contract

The purpose of this role is to provide high-level administrative support to Waterford and Wexford Education and Training Board (WWETB). The successful candidate will assist in the delivery of quality services, in line with the organisation's remit, working collaboratively with colleagues across WWETB and the wider community, including schools and Further Education and Training Centres.

Further Information

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

Important Notes

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 the specified closing date.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- External Application Form

Applications may be submitted by

- External Application Form

APPLY TO THIS JOB VACANCY

Roll Number: 76127D
Apply To: link to online application - <https://careers.wwetb.ie/Job/JobDetail?JobId=273>
County: Wexford
Enquiries To: vacancies@wwetb.ie
Further Information: <https://careers.wwetb.ie/Job/JobDetail?JobId=273>

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