



Clontarf Hospital



#WPEP-2420502

INCORPORATED ORTHOPAEDIC HOSP ,



Clontarf Hospital, Blackheath Pk, Clont, Dublin
3, D03 AY95



No of positions : 2



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



12/11/2025



07/01/2026

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Clerical Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

Under supervision the Clerical Assistant will provide essential administrative and office support within a the administration department. The successful candidate will assist staff in the delivery of services, helping to ensure that day-to-day operations run smoothly and efficiently. Duties will include data entry, filing, photocopying, answering telephone and email queries, processing correspondence, and maintaining accurate records in line with departmental procedures and database management. The role will also involve supporting frontline staff in dealing with queries and providing information as required, while maintaining confidentiality and professionalism at all times. The placement offers an opportunity to gain valuable experience in a busy public service environment, developing skills in administration, customer service, and teamwork.

Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary. Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP.

The participant will receive formal/ informal training in the following:

Formal Training (20 hours)

IT Skills – Microsoft Word, Excel

Manual Handling

Safety at Work

Informal Training (40 hours)

Customer Service

HSEland training

Clerical Support Skills

Inhouse Mandatory training

Communication skills

- **Sector:** human health and social work activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0