



Hyde & Seek Childcare



#WPEP-2466796



TOLKA TOTS, 29A Tolka Road, Ballybough,
Dublin 3, D03 FE81



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



01/09/2026



27/10/2026

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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Admin 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

We are offering a work experience opportunity for an Administration Assistant who is eager to learn the inner workings of a busy office within the Childcare Sector.

The candidate will earn valuable experience in working as an administration assistant, and will be provided with the opportunity to learn key skills related to administration.

No previous experience is necessary, and we welcome applicants from all backgrounds and fields. We value enthusiasm, a willingness to learn, and a positive attitude above all else, and we are committed to providing the support and guidance needed to help you succeed and grow.

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.

Formal Training:

- WPEP QQI Experience Module
- Learn How to Use The Microsoft Suite
- Understand and Follow General Data Protection Regulations (GDPR)
- Improve Digital and Typing Skills

Informal On-Site Training:

- Telephone Etiquette
- Daily Running of a Busy Office Environment
- Filing
- Scanning and Printing
- Emailing and Responding to Enquiries
- Various Administrative Tasks
- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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