



KILMARTIN EDUCATION SERVICES
LIMITED



#WPEP-2468376



KILMARTIN EDUCATIONAL SERVICES, 83
O'Connell Street, Limerick, Co. Limerick, V94
Y58Y



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



10/09/2026



05/11/2026

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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Office Administration 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

No experience is necessary as full training will be provided. The successful participant will be trained and mentored in the following:

- Managing email traffic- calendars and filing.
- Diary travel and management for our team working between Ennis and Limerick.
- Manage incoming queries.
- Will act as a person of contact for Office Management.
- Operate our Social Media Campaigns
- Operational Support for our teaching department- study department and our advertising/social; media department.
- Running reports and maintenance of our ecommerce platforms and running reports on failed payments.
- Generating weekly and monthly reports through excel on payments due.
- Uploading student in/out times for study via our online portal system- generating attendance reports for parents as required.
- Setting up Online class meetings on Teams- sending class recordings.
- Setting up Student Teams Accounts ensuring active and added to teacher Teams Accounts.

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 Work Experience Module

Microsoft Office 365 & MS Teams

Informal Training:

Diary Management & Class recordings

Running of reports & purchasing requirements

Customer Service

- **Sector:** education

Career Level

- Not Required

Candidate Requirements

(Essential)

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