



CE Childcare Limerick City Partnership CLG



#CES-2412033



TAIT HOUSE CRECHE, Tait House, Roxboro
Road, Limerick, V94 NXT8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/10/2025



05/12/2025

How to register your interest

To register your interest, take note of the scheme
reference number and contact an Employment Personal
Advisor (EPA) in your [local Intreo Office](#)



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online



Tait House Creche, Southill. Receptionist/ Administrator

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties will include; Dealing with the public and crèche parents/family members in the crèche reception area. Taking calls and dealing with queries. Handling cash payments and general administration duties. Applicants must supply suitable character references and be prepared to complete a Garda vetting application form.

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Job Reference Number will be required.

- **Sector:** administrative and support service activities