



Nenagh Childcare Centre



#CES-2437367



LITTLE LEARNERS, Tullaskeagh Road,

Roscrea, Co. Tipperary, E53 RX77



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/04/2026



15/05/2026

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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Receptionist Roscrea

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.

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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.

Front desk reception role. Basic computer skills would be an advantage for this role. It will involve receiving and making phone calls, typing and photocopying. collation of invoices for payment and filing. Preparation of materials and training claims. Monitoring and recording of time sheets.

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