



COMMUNITY EMPLOYMENT CHILDCARE
NETWORK LIMITED



#CES-2439166



CAVAN COUNTY CHILDCARE COMMITT,
Unit 5, Cavan Ent Ct, Killygarry, Cavan, Co.
Cavan, H12 E512



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/03/2026



30/04/2026

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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Clerical Assistant in Cavan County Childcare

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.

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Ensuring smooth office operations through diverse tasks like managing communications (phones/emails), scheduling, organising records/supplies, greeting visitors, data entry, and supporting staff.

Acting as the organisational hub for efficiency and coordination.

- This vacancy is suitable for Remote/Blended working
- **Sector:** education