



Mayfield/Old Youghal Road Childcare Project



#CES-2447758

NEWBURY HOUSE FAMILY CTR LTD.,



Newbury House, Mayfi, Cork, Co. Cork, T23

C3FW



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/05/2026



22/06/2026

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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Administrator - Newbury Family Centre, Mayfield

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.

Job Description

Duties

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

Duties to include:

- Supporting the Childcare Manager with office administration duties in a busy environment.
- Answering telephones, dealing with parent queries and payments, computer applications, filing.
- Following the policies & procedures of the service at all times.
- Communicating effectively and maintaining high standards of confidentiality.

To apply for this position please contact Valerie O Callaghan on 021 4508771 or email v.ocallaghan@oyrchildcare.com

Applicants must supply two character references

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