



Fatima community employment scheme



#CES-2448629



Dublin, Co. Dublin,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/05/2026



26/06/2026

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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Creche Receptionist

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.

Receptionist for position in the Fatima Children's Day Care Centre.. Duties will include answering phones and directing calls and dealing with parent inquiries. Meeting and greeting parents and children. Making sure people sign in and out of the building. Handling creche fees, doing receipts and invoices.

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