



South West Wexford FRC



#CES-2459197



Ramsgange, New Ross, Co. Wexford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/07/2026



01/09/2026

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](#)



Open your camera app & point here to view this ad online



Administrative Assistant - 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.

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.

To undertake all duties as required by South West Wexford Family Resource Centre.

Working along side Childcare Manager.

To act in a professional and cordial manner toward all clientele, staff and management which come into your contact on a daily basis.

To maintain Childcare records, registration and accounts

Handle daily operational queries and problem solving.

To undertake Social Media Management and website maintenance; e-mail marketing management; Twitter and LinkedIn

To undertake promotional materials and event management

To link with all other core staff in the building in gathering information

To attend and participate in meetings, training and supervision sessions.

Time Sheets to be filled in correctly and handed in to CE Supervisor weekly

Have responsibility for any other duties deemed appropriate from time to time not included in the aforementioned duties.

To maintain strict confidentiality with regard to all aspects of the project work both during and outside of working hours.

- **Sector:** human health and social work activities