



West Cork Training & Development Scheme

Ltd



#CES-2459339



Bantry, Co. Cork,



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](#)



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Administrative Assistant / Caretaker (Bantry Care for the Aged)

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.

Working in Bantry Care for the Aged (Meals on Wheels/Care for the Aged Houses) you will be assisting the staff in administration and, possibly in the longer term, meal preparation. Also caretaking the grounds around the houses.

Skills

- . Good attention to detail
- . Strong work ethic
- . Good communication skills
- . Able to work as part of a team

Garda Vetting required.

Contact Tim:

027 52374

tim@wctdscheme.ie

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