



Community and Family Training Agency



#CES-2463670

Poppintree Early Education Centre, 21



Balbutcher Lane, Ballymun, Dublin 11, D11

E7WR



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/08/2026



23/09/2026

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



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.

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.

Duties:

Be friendly and polite to all visitors and staff

Asked all clients to sign in and out of crèche

Keep record of children attending crèche

Take childcare fee's and write receipts for parents in absence of the administrator

Accessing e mails, Sending e mails, Forwarding e mails to relevant person, Retrieving e mails

Answering the phone with a professional telephone manner

Taking Messages

Handle information queries

Forwarding calls onto relevant person

Maintaining files in proper order

- **Sector:** education