



Ballivor Community Childcare



#CES-2466482



FIRST STEPS, Lagore Road, Dunshaughlin,

Co. Meath, A85 FE09



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/08/2026



09/10/2026

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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Receptionist - Dunshaughlin Community Childcare , Lagore , County Meath

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.

Day to Day responsibility for the front desk, answering the telephone, dealing with queries, ordering stationery and supplies for the service, other administration tasks.

Contact Deirdre Kelly on 087 281 6425 or Irene Farrell on 087 920 4441 for further information and to apply for these positions.

- **Sector:** education