



Carnew Community Care Company Limited By

Guarantee



#CES-2467464

CARNEW DAY CARE CENTRE, Carnew



Community Village, Carnew, Co. Wicklow, Y14

CK76



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/09/2026



15/10/2026

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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Support Worker -Office Assistant

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.

Working with the members in a Day Care Center providing administrative and office support. to include answering phones, reception duties, accounting tasks, basic book keeping, filing, and all other general office tasks. This role involves using a computer and familiarity with using Microsoft office is preferred. Must have good English, spoken and written and basic math. Must be willing to be flexible, work well with others, take responsibility and be willing to work on own initiative. Friendly manner and patient and caring individual required.

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