



Ronanstown Comm Childcare Centre



#CES-2467665

RONANSTOWN COMMUNITY CRECHE,



Neilstown Vill Ct, Neilstown Road, Dublin 22,  
D22 V2C6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/09/2026



16/10/2026

## 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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## Reception/Administration

### 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.

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Location: Ronanstown Womens Collective

#### Administration Assistant

- Welcome trainees to the service
- Work as part of a team
- Participate in learning and reflective practice
- Answer the phone, take messages and communicate with others in the centre
- Provide general information to callers/clients on centre activities
- Assist in the upkeep/general cleaning of the centre
- Keep reception area tidy and maintained
- Check with and assist the Manager regarding administration support
- General administration and clerical support
- Record data for reporting
- Any other duties which may be required by the Management

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