

Caisleán Óir, Childcare and Afterschool



Glinsk Community Childcare Centre.

We are seeking a dynamic and motivated individual to join our team at Caisleán Óir, Glinsk, Co. Galway.

Administrative Worker

Glinsk Community Childcare Centre Caisleán Óir wish to recruit an Administrative Worker The role is full/part-time position.

- All positions are subject to Garda Vetting, ICPC & Reference Validation
- Competitive pay: Salary €14.21-€18.00 per hour (depending on qualifications & experience)
- Employee Benefits: Up to 13 day sick pay in anyone year, Professional development, Employee Assistance Programme, Career advancement opportunities, Staff Wellbeing Initiatives.
- Monday - Friday this position offers flexibility with 3 to 5 days a week based on operational needs.
- Immediate start following completion of vetting process

Role Responsibilities: (Include, but not limited to)

We are seeking a detail-oriented and organised Administrative Worker to join our team.

Key Responsibilities:

- Manage wages, rosters, and governance processes
- Provide staff support and supervision
- Oversee financial management, including fees, grants, income, and expenditure

Competencies Requirements:

- Previous administrative experience
- Familiarity with childcare qualifications is advantageous
- Strong organisational and communication skills
- Good interpersonal skills.
- Must be a team player
- Clear written and verbal communication skills.
- Committed to meeting the needs of vulnerable children and parents
- Childcare qualification would be advantages but not essential

Personal Attributes

- Integrity, honesty, confidentiality and builds trust with others.
- Ability to foster and nurture reciprocal interactions with children.
- Team player and with flexible approach

Application Procedure:

To apply, please submit your updated CV and a cover letter detailing your relevant experience and suitability for the role (full job description on request) glinskchildcare@gmail.com. The closing date for applications is 5 p.m **11th of February 2024, Interviews commencing 16th of February 2024** Shortlisted candidates will be contacted for interviews. Canvassing will disqualify. A panel may be formed for future positions. Probation period applies to successful applicant.

Join our team and make a positive impact on the lives of children in our community!

Glinsk Childcare Centre Caisleán Óir, Glinsk *equal opportunities employer and welcomes suitably qualified applicants from all sectors of society.*



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Glinsk Community Childcare Limited,
Other registered names; CAISLEÁN ÓIR - Glinsk Community Childcare Centre. Registered Charity Number (RCN): 20072315
Glinsk, Vía Castlereia, Co Galway, Galway, Republic of Ireland.