

Kildare County Childcare Committee: Clerical Officer **(<https://www.activelink.ie/node/115850>)**



"Promoting quality accessible childcare for all children from Birth to 14 years in Co. Kildare"

Kildare County Childcare Committee wish to recruit a

Clerical Officer

The ideal candidate should have the following Skills/Experience which are considered essential:

- Experience of working within an office/finance environment
- Good organisational and administration skills with careful attention to detail.
- Excellent IT skills including knowledge of all Microsoft Office Programmes (in particular Excel)
- Knowledge of National Childcare Funding Schemes and Programmes
- The ability to manage and prioritise own workload and work with flexibility, initiative and creativity
- Experience of using data entry
- Excellent interpersonal and communication skills.

The position of Clerical Officer will be on the basis of 35 hours per week Fixed Term Contract with an immediate start and ending 31st December 2025. Salary is based on Clerical Officer Grade 3 Salary, Point 1 €30,811.

An application form and a detailed job description is available to download from <https://www.kccc.ie> (<https://www.kccc.ie/News>).

The completed application form can be submitted by post or emailed to Louise.quinn@kccc.ie (mailto:Louise.quinn@kccc.ie) .

Closing date 5pm, Monday 9th June 2025. Late applications will not be considered.

INTERVIEWS WILL BE HELD 20th June 2025 in KCCC Office.

Kildare County Childcare Committee is an Equal Opportunities Employer

All documentation received by Kildare County Childcare Committee in relation to job applications will be processed in accordance with the Data Protection Acts, 1988 and 2003. The information will only be used by Kildare County Childcare Committee in the processing of job applications and for ongoing administrative purposes with job candidates. To make a request under the Data Protection Acts, please submit a request in writing to: coordinator@kildarechildcare.ie (mailto:coordinator@kildarechildcare.ie)



Region
Co Kildare

Date Entered/Updated
27th May, 2025

Expiry Date
9th Jun, 2025

Attachment	Size
<u>Clerical officer job description May 2025.docx</u>	257.06 KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/115850-kildare-county-childcare-committee-clerical-officer>