



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

Wish to recruit an **Assistant Programme Administrator**

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

- Experience of working within an office environment
- Knowledge of the childcare sector in Ireland is desirable
- Excellent verbal communication skills with an excellent telephone manner
- Awareness of confidentiality and the ability to deal with sensitive queries
- Ability to plan and prioritise workload to ensure that tasks are completed on time
- Experience of using data entry
- IT skills including knowledge of all Microsoft Office Programmes

The position of Assistant Programme Administrator will be on the basis of 20 hours per week Temporary Contract with a proposed start of 1st March 2019 and ending 31st December 2019. Salary is based on Clerical Officer Grade 3 Salary, Point 1 €23,587 pro rata.

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

The completed application form can be submitted by post or emailed to admin@kccc.ie. Closing date 5pm, Monday 11^h February 2019. Applications submitted after this date will not be considered.

INTERVIEWS WILL BE HELD ON FRIDAY 15TH FEBRUARY.

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: admin@kccc.ie