



“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)
- 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 Support worker will be on the basis of 35 hours per week Temporary Contract with a proposed start of 1<sup>st</sup> March 2019 and ending 31<sup>st</sup> December 2019. Salary is based on Clerical Officer Grade 3 Salary, Point 1 €23,587.

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](mailto:admin@kccc.ie). Closing date 5pm, Monday 11<sup>h</sup> February 2019. Applications submitted after this date will not be considered.

**INTERVIEWS WILL BE HELD ON FRIDAY 15<sup>TH</sup> FEBRUARY.**

**Kildare County Childcare Committee is an Equal Opportunities Employer**

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*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](mailto:admin@kccc.ie)*