

Leitrim Jobs Board Weekly Job Bulletin





JULY 03 2025 | ISSUE NO.212



CLERICAL OFFICER (PART-TIME)

Location: Carrick-on-Shannon Vocational School, Co. Leitrim

Employer: Mayo, Sligo & Leitrim ETB (MSL ETB) **Ohnors**: 16.5 hours/week (Permanent position)

How to Apply:

Application Form & Details: www.msletb.ie
Equal Opportunities Employer



Leitrim Observer



BUS ESCORT POSITION

• Location: Glenfarne/Manorhamilton, Co. Leitrim Employer: St Clare's Comprehensive School

THOURS & Pay:

- Morning/Afternoon Shifts (Mon-Thu: 7:45-8:45am & 3:45-4:45pm | Fri: 7:45-8:45am & 12:28-1:28pm)
- Rate: €15.50/hour (school term only)

Requirements:

- Caring disposition (SEN experience preferred)
- Own transport to Glenfarne drop-off point

How to Apply:

Send CV to: <u>Serior office@stclarescomprehensive.ie</u>

🖰 Deadline: Friday, 18th July 2025

(Interviews: August 2025 | Equal opportunity employer)

The Sligo Champion

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JOB OPPORTUNITIES WITH MSL ETB

📍 **Locations**: Mayo, Sligo & Leitrim

Employer: Mayo, Sligo & Leitrim Education and Training Board

* Available Positions:

Grade VII - Learner Supports Coordinator Adult Education Guidance Coordinator (Mayo)

Details & Application:

<u>www.msletb.ie</u>

77 Permanent positions

Why Apply?

- Equal opportunities employer
- ✓ Impactful roles in education
- ☑ Bilingual workplace (Irish/English)

The Sligo Champion

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JOB OPPORTUNITIES WITH MSL ETB

• Locations: Mohill (Leitrim) & Sligo
Employer: Mayo, Sligo & Leitrim ETB

Youthreach Resource Person

Based in Mohill, Co. Leitrim Work with early school leavers (16-20 age group)

Music Generation Sligo - Development Officer

Lead music education initiatives for young people Develop partnerships with schools/communities

How to Apply:

Full details: www.msletb.ieEqual opportunities employer

The Sligo Champion

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ACADEMIC PERSONAL ASSISTANT PANEL

Locations: Sligo & Leitrim Colleges of Further Education Employer: Mayo, Sligo & Leitrim ETB

★ Position Details:

- Role: Provide academic support across further education campuses
- Status: Panel formation for future vacancies
- Scope: Assist faculty/administration in both colleges

How to Apply:

Full details: www.msletb.ieEqual opportunities employer



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Longford County Council Job Vacancies

† Location: Longford, Ireland

* Available Positions:

Environmental Technician Grade I (Ref: ETI/0625)
Environmental Technician Grade II (Ref: ETII/0625)
Architectural Building Technician Grade II (Ref: ABTI/0625)

Application Details:

Application Forms: Available at <u>longfordcoco.ie</u> Submission Deadline: 4pm, Friday 11th July 2025 Submit To: <u>hrrecruitment@longfordcoco.ie</u>

i Important Information:

Starting salary per Department Circulars
Shortlisting based on application content
Equal opportunities employer
Canvassing will disqualify applicants

Contact:

Human Resources Department Áras an Chontae, Great Water Street, Longford 043 334 3452 / 043 334 3396





EIVERS LANE CHILDCARE CLG

Mohill, Co. Leitrim, N41RX25

Tel: 071 96 32936

E-mail:manager@eiverslane.ie



EARLY YEARS EDUCATORS/SCHOOL AGE CHILDCARE **PRACTITIONERS**

Applications are invitedfor full-time positions

EssentialCriteria

QQI Level 5 EarlyYears, or higher Garda Vetting/International Police vetting and must supply two references

The role includes:

- Working with babies, toddlers, pre-school and after school children
- •Planning child-led, curriculum in line with Aistear &Siolta curriculum & quality frameworks
- •Knowledge of Regulations and Policy.
- Excellent communication skills

We offer:

Competitive salary

Training, education opportunities

Onsite planning time

Positive workplace culture is nurtured

*****CLOSING DATE FRIDAY 5 th July 2025****

Please send a cover letter and updated detailed CV to:

Caroline Bohan, Manager, Eivers Lane Childcare Centre, Mohill, Co. Leitrim, N41RX25 or Email: manager@eiverslane.ie

Please note shortlisting will apply.











OTHER VACANCIES

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TUTOR/ ASSISTANT COORDINATOR **Local Training** Initiative

Employer: Roscommon LEADER Partnership CLG Hours. 9:00am – 5:00pm, Monday - Friday Location: Based in Boyle, County Roscommon

The Role

- Delivery of training on a Galway/Roscommon Education and Training Board.
- Assisting the team where necessary in managing and supporting the participants
- ensuring participants receive the required training for a QQI Level 4 ICT Award

Skills and Qualifications

- A relevant nationally recognised qualification in teaching/training
- Experience in supervision, co-ordination of training and work as part of a team
- Knowledge of QQI qualifications and modules
- Have a high level of general administration and organisational skills
- A high competency in Microsoft Office Suite and excellent computer skills

Desirable Skills

- Relevant qualifications in ICT/Web Design
- Formal qualifications to QQI level 6 or above in their particular training discipline
- Two years' experience of working with disadvantaged learners
- Knowledge of local tourism would be an advantage

How to Apply

Submit letter of application and CV, stating which position you are applying for, to recruitment@ridc.ie



FULL-TIME ADMINISTRATOR

Your Local Development Company

Employer: Roscommon LEADER Partnership CLG **Hours**: 35 hours per week, Monday - Friday **Location:** Head Office in Roscommon Town

The Role

- Responsibility for preparing returns and complying with Roscommon LEADER **Partnerships**
- Knowledge of SAGE, Budgeting, payroll, public procurement and the purchase order system.

Essential Skills & Experience Required:

- Proficiency in SAGE, Payroll, and Microsoft Excel is essential
- 1–2 years of experience in a similar administrative or finance-related role
- Advanced Excel skills are required; candidates may be asked to demonstrate their capabilities
- Strong computer literacy, including experience with Microsoft Office Suite and database systems

How to apply

Submit your CV and letter of application to ™ recruitment@ridc.ie

Closing date for receipt of applications is 1st of July 2025

OTHER VACANCIES

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MIGRANT HEALTH WORKER

Employer: Roscommon LEADER Partnership CLG **Hours**: 35 hours per week, Monday - Friday **Location:** Head Office in Roscommon Town

The Role

- Support both the Slovak/Roma Worker and the HSE Migrant Health Lead.
- Coordinating the HSE's response to the healthcare needs of these communities.
- Run weekly clinics and offer a variety of supports, including helping families find a GP, medical card applications and arrange PHN appointments.
- Liaising with external health organisations, coordinating referrals and services, and addressing health risks - such as outbreaks - in communal/congregated living environments.

Desirable Experience

- Candidates should hold a relevant third-level qualification in Social Care/Community Development and/or Health Related Diploma
- Track record of working with New Communities/Ethnic Minorities

How to Apply

Submit your CV and letter of application to recruitment@ridc.ie

Closing date for receipt of applications is 7th of July 2025





Applications are invited for the post of

Childcare Supervisor (Full Time Post)

at Croghan Fairy Bush CLG

Particulars of the Post:

- The supervisor at Croghan Fairy Bush Company will play a key role in the delivery of a Quality Childcare Service, in line with the Childcare Act 1991 (Early Years' Service Regulations 2016).
- · The Supervisor input must accommodate the Croghan Childcare Resource with essential Regulation, Family and Carers' requirements, other requirements.
- A third level qualification relating to Early Childhood Care and Education, or equivalent.
- Interpersonal communication skills are essential to the post.
- · Actively supporting staff on the floor.
- · A minimum of two years' experience in a supervisory post is desirable.
- The Supervisor will work in close liaison with the Fairy Bush Manager and Board of Management, in maintaining a progressive Community Based Childcare Service.

Full information is available from the Business Manager, Croghan Fairy Bush CLG, Croghan, Boyle. Co. Roscommon. Telephone: 071-9668400, email: croghanfairybush@gmail.com

CV & Cover Letter to be sent to croghanfairybush@gmail.com with subject line FAO Tatum by 5.30pm on 4th July 2025.

Latest date for receipt of completed applications/CV: 4th July 2025

CROGHAN FAIRY BUSH IS AN EQUAL OPPORTUNITIES EMPLOYER













Early Years Educator Position

E Key Responsibilities

- Assist Room Leader in daily classroom operations
- Implement play-based curriculum aligned with children's interests
- Maintain developmental records and parent communication
- Ensure compliance with health & safety standards
- Support child safeguarding as DLP/DDLP

Requirements

- Essential: Level 5 in Early Childhood Care & Education
- Preferred: Level 6+ qualification
- Knowledge of Síolta & Aistear frameworks
- Completed Tusla "Children First" training
- Experience in early years setting

Employment Details:

- Garda vetting required
- Compliant with Employment Act 1998 & Equal Status Act 2000

Apply How to Apply

Send CV + Cover Letter to:

croghanfairybush@gmail.com

Toeadline: 4th July 2025 by 5:30pm

L Enquiries: 071 966 8400 / 085 124 8672



PART-TIME SALES ASSISTANT - DRUMSHANBO

Employer: Keane Tiles & Building Supplies

📍 **Location**: Drumshanbo, Co. Leitrim

(flexible hours, weekends included)

Ideal Candidate:

- Retail/sales experience (building trade helpful)
- Great with people & numbers

Responsibilities:

- · Assist customers & process sales
- Maintain showroom/product displays

How to Apply:

Send CV to: <u>info@keanetiles.com</u>
Lenguiries: 071 964 1234

USEFUL LINKS

JOBS IRELAND

CONNECTING EMPLOYERS
AND PEOPLE

CAREERS PORTAL

INFORMATION SUPPORTING CAREER AND EDUCATIONAL RESEARCH

FETCHCOURSES.IE

FURTHER EDUCATION AND TRAINING (FET)

MY WELFARE

INFORMATION ON ALL SUPPORTS AVAILABLE