Job Title & Grade	Administrative Assistant – Emergency Department, Grade IV
Campaign Reference	106834
Closing Date	Wednesday, 2nd December 2026 at 5pm
Duration of Post	Specified Purpose Contract until the opening of NCHI
Advertisement Type	External
Specific T&C's of post	35 hours shift work required working the following shifts on a roster basis: **9am – 2:30pm** **11am – 4pm** **1pm – 8pm** **4pm – 11pm** **5pm – 10pm** **9pm – 7am** 28 days Annual Leave Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st June 2026: Grade IV, Code 0558, starting at Point 1 € 36,470 and rising annually in increments: €56,018 LSIS.
Location of post	Emergency Department at CHI Tallaght Panel will be formed for other vacancies within ED, Cross-Site (Temple Street & Crumlin)

Reporting Arrangements	This post will report to the ED Administration Manager
Key Working Relationships	The post holder will work closely with: • ED Administration Manager • Consultants • Clinical Nurse Managers • Nursing Staff • HCA's • Operational Services • Health and Social Care Professionals *Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*
Purpose of the Role	The purpose of this post is to provide non-clinical support to the team in the Emergency Department and be able to carry out all assigned duties. *The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.*
Principal Duties and Responsibilities	**Professional Duties and Responsibilities**: • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. • Registering patients who present to the Emergency Department ensuring all patient details are captured and updated on both IPMS – Patient Administration System and Symphony the Emergency Department clinical system. • Filing and scanning of patient records in a timely manner once discharged.

	• Admit patients to CHI on IPMS • Register Elective admissions and emergency transfers to the Hospital out of hours, including thee recording of health Insurance Status and appropriate bed status. • Filing and scanning of lab reports and X-rays to patient records. • Archiving of patient records when required • Retrieval of patient HCR's from off site • Retrieval of patient HCR's from medical records and other areas of the Hospital out of hours. • Be competent in creating Day forward charts on Evolve. • Collect the ED Government health Levy • Deal with telephone queries from both staff and the public with a courteous and professional manner. • Engage with patients and their families in a professional and courteous manner. • Participate fully with the Hospital's Accreditation Programme. • Be familiar with the Hospital Major Emergency Plan and be able to use the Sadiann Hospital texting system in the case of emergency. • Demonstrate behavior consistent with the values of the Hospital. • Be responsible for the provision of administrative support services to their designated area. • In the case of IT downtime provide competent contingency support. • Liaise with other members of the department to ensure smooth overall running and efficiency of the department. • Comply with Mandatory Training requirements as per the Hospital Policy. • Stocking up the Administration Office. *The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*

Specific Requirements / Exposures for this post:	**Includes (tick all that apply):** ☐ Driving ☐ Working at height ☐ Regular VDU work ☐ Night working ☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☒ None Applicable:	**Exposure to (tick all that apply):** ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment ☐ Other (please specify): ☒ None Applicable:	**Consists of (tick all that apply):** ☒ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☐ Other (please specify): ☐ None Applicable:
Eligibility criteria, qualifications and experience	**<u>Essential Criteria:</u>** • Leaving Certificate as a minimum or equivalent • A minimum of 1 year experience within customer/patient facing role. • Knowledge of MS office applications i.e. word, excel, outlook e.t.c. **<u>Desirable Criteria:</u>** • Hospital experience desirable • Experience with patient systems a distinct advantage • Patient facing experience desirable. • Excellent written and communication skills are essential for this role. • An ability to work on own initiative as well as part of a team. • Proficient keyboard skills. • Flexibility.		

Core Behaviours and our Chosen Culture in CHI	**Core Behaviours of our Chosen Culture** Organisational culture is not a static concept. It is dynamic and lived—reflected in how we interact with each other, how we care for patients, how we respond to challenges, and how we lead. It influences the quality of care, the wellbeing of our workforce, and the public's confidence in our services. Creating and maintaining a positive culture is the responsibility of every one of us. The behaviours detailed within the pillars in the image below, are how we reflect four key aspects of our chosen culture: How we partner with patients, service users and public, how we pause to self-reflect, how we interact with our colleagues and how we compassionately lead. A consensus on our core behaviours is the starting point for establishing and implementing our shared values. Values and Behaviours are the foundation of how we deliver health and social care. A consistent, practical framework helps everyone in the health service act in ways that reflect our shared culture and mission. Living these Behaviours is how we express our desired culture to those we serve. When applying these behaviours, we consider these statements and how they translate for CHI employees, in their day to day work.



Competition Specific Selection Process	Applications for this post must be accompanied by a cover letter, setting out relevant experience that illustrates how the essential criteria listed above are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.
How to Apply & Informal Enquiries	*** Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.** The closing date for submissions of CVs and cover letter is Wednesday, 2nd December 2026 at 5pm. Applications must be completed through the advertised post on **CHI.jobs** by clicking **'Apply for Job'.** **Applications will not be accepted through direct email or any other method.** For informal enquiries for this specialty/department, please contact Martina.Kelly1@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai.Machuwe@childrenshealthireland.ie **PLEASE NOTE:** CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. **It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.** Below, you'll find the list of **commencement dates for 2027** for your information. • 8th February 2027 • 8th March 2027

	• 5th April 2027 • 10th May 2027 • 14th June 2027 • 5th July 2027 • 9th August 2027 • 6th September 2027 • 4th October 2027 • 1st November 2027 • 6th December 2027

Information on "Non-European Economic Area Applicants" is available from https://dbei.gov.ie/en/

Children's Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the General Employment Permit (GEP) and to the Critical Skills Employment Permit (CSEP). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the Employment Permits Online.

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the Critical Skills Occupational List see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.

Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES ☐	**NO** ☒

Exposure Prone Procedure (EPP) Post

Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025')

Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'.

All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here https://www.hpsc.ie/a-z/bloodbornevirus/

Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.