

Position Description

Position title:	Night Porter (working 11pm to 7am)
Reporting to:	Person in Charge
Contract Offer:	Part Time (28 hours) and Relief Contracts
Location:	MS Ireland Care Centre, 65 Bushy Park Road, Rathgar, Dublin 6, D06CV90.

MS Ireland Vision

MS Ireland has a vision of Irish society where all people affected by MS live positive and active lives in the community

Aims

The principal objectives for which MS Ireland exists are:

- To facilitate people with MS to control their lives and environment, to live with
- dignity and participate in the community
- To provide support for the families and carers of people with MS
- To co-operate with the medical, scientific, social and caring professions to promote scientific research into the cause of, cure for and management of MS, and the alleviation of medical and social symptoms
- To exchange and disseminate information relating to MS
- To provide an identifiable focal point by developing an efficient, effective and caring organisation to serve the needs of PwMS

Function

Work as a Night Porter to ensure the safety of all residents and acting with professionalism at all times.

Position Description

Note: This position description is intended as a summary of the primary responsibilities of and qualifications for this position. The position description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

Duties and Responsibilities

- Assisting the clinical night staff with lock up and ensuring the safety of all residents
- Responding to doorbell/telephone duties as required

- Completion of light household duties
- Set up of meeting rooms as required
- Completion of documentation pertaining to duties
- Completion of any other assigned duties as required

Training and Education

Leaving Certificate or equivalent

Excellent working knowledge of MS Office suite is essential.

Experience / Qualifications

Previous experience of working with people with MS/people with disabilities in a residential or respite environment is desirable.

Benefits:

- Employee Assistance Programme
- Mandatory training provided

Application details:

To apply for the position please send the following documents by email to: **recruitment@ms-society.ie**

1. Cover letter, outlining your experience and suitability for the post and your reason for applying
2. Full CV including two references and contact information
3. Please ensure the Position Title 'Night Porter' is referenced in the subject of the email

Closing Date 20th March 2026

MS Ireland is an Equal Opportunities Employer