

Respond: Early Years Manager (Maternity Cover) - Acorns Early Education (<https://www.activelink.ie/node/115423>)



Are you passionate about early childhood education and looking for a meaningful role in a purpose-driven organisation? At Respond, we believe in creating a nurturing and inclusive environment where children can thrive, and staff can grow. Our aim is to deliver high-quality, play-based education that makes a real difference. If you're ready to bring your skills, creativity, and care to our service then we want to hear from you!

Respond is committed to equal employment and growing a diverse workforce. If you do not "tick every box" there are likely other valuable attributes and skills that you have, that would make you a great fit for the organisation. We welcome applications from people of all cultures, nationalities, genders and from anyone who has historically faced social exclusion. If you feel this role is for you, then please apply.

Job Title: Early Years Manager

Location: Acorns Early Education, Lisduggan, Waterford

Reporting to: Regional Early Years Manager

Terms: Specified Purpose Contract – Maternity Leave

Hours: 39 hours per week

Salary/Hourly rate (depending on Qualification)

- **QQI Level 7** - €18 - €23.29 per hour
- **QQI Level 8** - €19 - €24.59 per hour

(Please note that offers are typically made at the beginning to mid-range of the advertised salary, based on skills and experience)

Staff Benefits:

- Annual leave of 23 days plus additional company days
- Further education and training assistance
- Access to Company Pension Scheme
- Maternity Leave pay
- Sick pay
- Employee assistance programme
- Employee Purchasing Schemes
- 100% Attendance Bonus Holidays
- Adoptive Leave
- Surrogacy Leave
- Fertility Support Leave

Job Purpose:

To act as a positive role model and be responsible for delivering and implementing a high-quality play-based curriculum under the guidance of the national quality frameworks Aistear and Síolta both indoors and outdoors. To guide, observe,

stimulate and supervise children in a safe and caring environment as part of the childcare team.

Core Duties & Responsibilities:

- To work within the ethos, aims, and objectives of Respond.
- To assist the manager in ensuring the service is fully compliant with all governing regulations and standards.
- To promote and adhere to the services ethos and mission of Respond.
- To follow the policies and procedures of the service at all times.
- To conduct observation and learning stories for all children.
- Organise materials and resources to ensure that they reflect the children's emerging interests and abilities.
- To implement a play-based curriculum that encourages independence and fosters the growth of self-esteem within all children.
- To support children's emotional, social and cognitive development.
- To assist in providing healthy snacks that meet children's growing needs and reflect variations in culture or dietary requirements.
- To develop and support parental involvement strategies that enhance children's learning experiences.
- Participate in reviews and evaluations of the service along with other staff and management.
- Provide ongoing support to all staff members, in relation to work time management and training needs.
- Attend team meetings when deputising for the Manager and also liaise with members of the management team on a regular basis.
- Undertake any other relevant tasks as may be required from time to time.

Person Specification:

- Excellent communication and interpersonal skills.
- Strong Leadership qualities
- The ability to work in collaboration with a dedicated team
- Highly motivated to work on own initiative
- A professional and enthusiastic disposition
- Aptitude and empathy with children and families
- Commitment to high-quality Education and Care
- Flexible and adaptable
- Commitment to continuous professional development
- Change-management skills
- Analytical skills

Qualification & Experience

- Third Level qualification (Degree) in Early Care and Education is essential
- A minimum of 2 years post qualification experience in a management role
- Strong understanding and experience in Early Childhood Education and working with parent/carers
- Experience in implementing the suite of Pobal funding programs
- Experience in financial management and budgeting
- Proficient in Microsoft office packages

To apply for this role please click here (<https://app.occupop.com/shared/job/early-years-manager-lisduggan-waterfo-38ee4>) and the closing date for receipt of application is Thursday the 15th of May 2025.

Region

Waterford

Date Entered/Updated

6th May, 2025

Expiry Date

15th May, 2025

