

Johnstown Community Childcare Committee (Co Kilkenny): Childcare Manager (<https://www.activelink.ie/node/116335>)

**Johnstown Community Childcare Committee (Co Kilkenny)
currently have a vacancy for a**

Childcare Manager

The person appointed will be required to manage the Early Years and school age service to the highest standard and to build the reputation & capacity of the service within the local community. In addition to ensuring the best ECEC/ SAC practices, the post holder will be responsible for the efficient management, financial viability, sustainability and development of the childcare service and answer to the BOM.

DUTIES AND RESPONSIBILITIES

Childcare Management

- Ensure that the service operates in accordance with the Child Care (Pre-school Services) Regulations, 2016 and other relevant regulations/ legislation.
- Ensure adequate staffing is always in place in accordance to Tusla Regulations.
- Adhere to policies in relation to Children's First and Child Protection Policies
- Have overall responsibility for drafting and implementing childcare policies and procedures for the service, and to ensure that they are adhered to.
- Ensure that parents/guardians are kept fully informed of their child's participation, progress and of any issues for their child within the group
- Work with staff, as relevant, to implement the Aistear Siolta Curriculum Framework in line with national guidelines
- Liaise with staff, as relevant, regarding the observation and assessment of each child
- Ensure all funding schemes are operated in accordance with appropriate guidelines i.e. DCED & Pobal guidelines.
- Adopt a professional and positive approach to ECEC/ SAC issues in respect of:
 - New legislation
 - Measures taken to further protect children
 - Staff supervision, training and development
 - Partnership with and participation of parents/carers
 - Liaison and collaboration with other local organisations involved in the care/education of young children
 - Participate in the evaluation and development of services
- Coordinate special events and outings

Centre Management

- Manage and oversee the childcare services, including day-to-day supervision of childcare staff as relevant and liaise with parents/carers
- Promote the Early Childhood Care and Education scheme and National Childcare Scheme. This will include providing literature around the schemes and outlining eligibility.
- Ensure good standards of hygiene/ risk assessment are implemented and that equipment is safe and regularly checked.
- Ensure the overall safety and well-being of the children and by ensuring that all health and safety requirements are in place and always implemented
- Ensure Healthy Food / Eating Policy is implemented
- Ensure that planning and preparation is carried out and that the activities offered throughout each session allow the children to experience creative, imaginative, social and physical play.
- Take responsibility for overall promotion of the services within the community.
- Assist in staff recruitment, if required
- Report to the BOM, attend meetings and provide written reports as requested.
- Carry out any other duties as reasonably requested by the BOM

Financial Management

- Keep up to date records as appropriate to the daily running of the centre.
- Ensure that all fees are paid and up to date in line with centre's Fees Policy
- Administer ECCE, AIM, NCS, Core funding etc. and other programmes as appropriate on the Hive
- Report to BOM in relation to budgets and financial aspects of managing the programmes

Other

- Inform childcare staff of policies and procedures in relation to good practice and to encourage and promote adherence to these policies.
- Identify training needs for all staff and implement appropriate training measures
- Encourage and facilitate training and good practice by liaison with relevant agencies e.g. County Childcare Committee and National Childcare organisations.
- Maintaining absolute confidentiality at all times in relation to the work of the service
- Representing and reflecting Johnstown Community Childcare Centre in a positive manner in all dealings with the community and other stakeholders
- Participation in relevant training opportunities as they arise and where appropriate or requested.

The ideal candidate

- Will have a minimum of QQI level 7 in Early Childhood Education and Care. However, Level 8 is desirable
- Minimum of three years' experience working in an ECEC/ SAC or community environment (management or supervisory experience desirable).
- Good leadership, management and organisation skills
- Good communication skills
- Good IT skills
- Experience in administering programmes relevant to ECEC SAC service
- Knowledge and awareness of regulations in relation to Early Years and School Age services.
- Knowledge and awareness of Health and Safety regulations

Additional details

- Shortlisting may apply
- Johnstown Community Childcare is an equal opportunities employer
- The successful applicant(s) will report to the BOM
- Garda Vetting and references will apply

Terms and Conditions

This position is based on a 37.5 working hours per week and 52 weeks per year and is subject to funding being available

Probationary period

This position is subject to the satisfactory completion of 6 months' probation period. The company may decide to extend this period

How to Apply

Apply by email enclosing a cover letter and CV to info@johnstownchildcare.com (<mailto:info@johnstownchildcare.com>)

The closing date for receipt of applications is **Friday 18th July 2025** with interviews the following week.

Region

Co Kilkenny

Date Entered/Updated

23rd Jun, 2025

Expiry Date

18th Jul, 2025

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