

**Job Information Early Years Assistant Manager- Tots 2 Teens**

**Skills and criteria**

A minimum of Level 7 Early Years Qualifications

2 years supervisory experience

Effective Early Years professional with a working knowledge of Aistear & Siolta

Excellent communication both written & orally (English)

IT skills i.e. WORD for letters/ notices/memos/reports. EXCEL for fees functions, Email and Social Media posts

Knowledge of the POBAL Early Years “HIVE”, Core Funding structure, application of NCS scheme

Knowledge of Childcare regulations and TUSLA requirements for the running of an Early Years Service

Children First: National Guidance for the Protection and Welfare of Children

Up to date First Aid certificate

 Manual Handling

Garda Vetting

**Key Responsibilities of the Position:**

Support the commitment to raising standards in Early Learning and Education and role model best practice to an outstanding level.

Support the ongoing implementation of early childcare education, theory and practice in line with the National Framework Curriculum of Aistear & Siolta

Support the work of Early Years Manager and the staff in accordance with the policies and procedures of the service.

Deputise for the Early Years Manager in their absence in the day to day running of the service including supervision of staff both on the floor and individually.

Support the funding structure by using the POBAL Early Years Hive e.g. Core funding, NCS, AIMS

Support the internal structure for the application and tracking of parental fees.

Familiarise, maintain and update within the service all mandatory regulations as set out by Tusla.

To ensure company policies, procedures, health and safety/risk assessment as stipulated in the Childcare Regulations 2006 are implemented, in conjunction with the Early Years Manager.

Ensure observations and records of individual children’s progress are maintained by the staff team and that children’s needs and interests identified through staff observations are reflected in planning.

Promote and maintain positive relationships with all staff, management & families and statutory agencies.

Prepare weekly staff rotas when required

 Provide Early Years support in the rooms as an Educator as required on a regular basis

Ordering of Materials, equipment and food when required

Be prepared for Inspections in the absence of the Manager and support the process

Perform any other reasonable duties that may be assigned by management.