

**Job Description Childcare Manager**

The ideal candidate will be outgoing, friendly, confident, approachable, have a genuine love of children and a strong work ethic**.**

**Job Goal:** To ensure the efficient day to day running and management of Le Cheile Family Resource Centre’s childcare service and provide direct Early Learning and Care Services for children aged 6 months to 12 years. Responsible for directing and co-ordinating the management of Le Cheile FRC’s Childcare service in accordance with National Best Practice standards and with available resources, along with the responsibility for the management of all staff in establishing and maintain the standard as set out by Le Cheile FRC’s policies and Tusla Regulations.

**Reporting Relationship:** Accountable to Board of Directors.

Reports to Manager of Le Cheile Family Resource Centre (Mallow) Limited.

**Location**: Mallow Community Campus, Fair Street, Mallow, P51 F344

**Time Commitment:** 39 Hours per week

**Skills and Experience Required:**

* Management of Staff – experience in dealing in daily HR Management is prevalent in this role
* Working knowledge of TUSLA, POBAL requirements
* Understanding the government and statutory requirements associated with the childcare industry
* Knowledge of Child Protection and welfare guidelines
* Building positive relationships with families/ caregivers, staff, external agencies and members of the community
* Working within a budget

**Essential Qualifications and Experience**

* QQI Level 7 or 8 in Early Childhood Studies (however we will consider candidates who hold a QQI Level 6 and have additional years’ work experience to that listed below)
* Knowledge of TUSLA Early Years Inspectorate, Dept of Education Inspectorate and Food Safety Inspectorate with experience of compliance.
* Working knowledge of POBAL funding schemes ECCE, Core Funding and NCS, including use of the HIVE platform
* Knowledge of payroll and HR matters
* Minimum of 5 years previous experience in a Childcare Role, **3 of which must be in a Childcare management role**

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**Desirable Experience:**

* Previous Experience working with a Voluntary Board of Directors
* Knowledge of and experience working with children in diverse family situations
* Knowledge of Childcare Apps e.g. Childspath

Note:

The Manager will have the support of the Financial Manager who has overall responsibility for the daily, weekly and monthly financial administration for everything that is associated with the Le Cheile FRC Childcare service.

**Indicative Job Description**

**The Service**

Duties:

1. In conjunction with the Le Chéile FRC Manager - ensure that a safe stimulating environment is provided for all children using the service and that the work practices required to achieve this are attained.
2. Responsibility for the overall day to day supervision of Le Cheile FRC childcare service including:

Planning, Organising, and directing the childcare service.

1. Ensure that current TUSLA childcare regulations are met and that the service is prepared at all times for positive outcomes of inspections by Childcare Inspection Team. Ensure that all paperwork required by this legislation is in place.
2. Work within Le Cheile Family Resource Centre’s policies and procedures and complete all relevant paperwork required by them.
3. Supervise the use of the centre’s resources ensuring best practice and value for money.
4. Work in all rooms of the childcare service to cover staff absences as needed

**The Children:**

1. Ensure that Le Cheile Family Resource Centre’s childcare service offers:

a secure, safe, stimulating environment for all children valuing their race and culture.

1. Ensure that the agreed curriculum is implemented, monitored and reviewed in line with Aistear curriculum framework
2. Ensure that appropriate records are kept including developmental records.
3. Monitoring children’s development through consultation with childcare staff and parents
4. Liaise with relevant organisations and agencies as may be necessary.

**Staff**:

1. Supervision on day-to-day basis of childcare staff including:

induction, provision of leadership, motivation, support and supervision and identification of in-service training for all childcare staff.

1. Compile weekly childcare staff rosters; monitor time sheets, and manage absences.
2. Ensure that childcare staff are updated on policies and procedures.
3. Organise and supervise the planning of all leave.
4. Support Work placement Supervisor in relation to childcare student placements, including induction, agreeing areas of work, monitoring performance, feedback to students and colleges and completing reports as required.

**Parents**:

1. Liaise with parents in conjunction with room leaders, regarding individual children’s progress.
2. Organise and attend regular parents/guardian meetings and open days.
3. Where appropriate to inform parents of and assist them in availing of support from other programmes in Le Cheile Family Resource Centre.
4. Encourage and facilitate parent’s representation on the Childcare Sub Group.

**Reporting and Financial:**

1. Ensuring that routine administrative and financial tasks are completed.
2. Adhere to the requirements of ECCE and National Childcare Scheme
3. Liaise and co-operate with Administration regarding financial matters
4. Assist with drawing up quarterly and annual budgets and work plans, and contribute to the compilation of Annual Reports.
5. Provide monthly reports to the Manager.
6. Assist with the compilation of funding applications

**Organisational**:

1. Organise and attend regular Childcare Team meetings.
2. Attend Le Cheile Family Resource Centre’s staff meetings.
3. In conjunction with Le Cheile Family Resource Centre’s Manager maintain and develop contact with external agencies, which impact or have the potential to impact on Le Cheile FRC Childcare service.
4. Undertake such other duties as may be assigned by Management from time to time.
5. Represent, when necessary, Le Cheile Family Resource Centre on relevant committees and Fora.

**General:**

1. Excellent communication and interpersonal skills
2. Proven level of computer literacy
3. Experience using Social Media and website to promote the work of the centre

Le Cheile Family Resource Centres childcare service is by nature flexible and aims to be responsive to the changing needs of the children and families who use the service therefore this job description will be reviewed regularly and may be amended in line with needs of the children, parents, overall childcare environment, legislation and funders requirements.

**Confidentiality**:

In the course of your employment, you may have access to or here information concerning the affairs of staff or service users, other business of Le Cheile Family Resource Centre or business of other Centres or Agencies. Such records or information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them.