

Job Title: Early Years Educator
Reports To: Childcare Manager
Department: Children & Family Services
Location: Ozanam House Community
Resource Centre, 53 Mountjoy
Square West, Dublin 1



Contract Type: Permanent Full Time
Hours: 37.5 hours per week
Salary: €33,758.89 per annum

About SVP

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of volunteers and employees, it is strongly committed to working for social justice and advocates the creation of a more just and caring society.

SVP is an equal opportunity employer committed to treating all individuals with dignity and respect. We are dedicated to protecting everyone we encounter from all forms of harm, abuse, neglect, and exploitation, in accordance with Irish equality legislation. All employees are expected to adhere to SVP's Dignity & Respect and Safeguarding policies, including those pertaining to children and vulnerable adults.

The founder of the Society, Blessed Frederick Ozanam, was a devout Christian and his legacy of spirituality remains a key element of the make-up of every Conference within the Society. It is normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at other meetings where members are in attendance as this underpins the ethos of the Society. You are not required to take part.

Purpose of the Role

The Early Years Educator will be the principal instructor in a classroom with both a morning pre-school and afternoon after-school group and will develop, implement and oversee all aspects of our childcare programme in that room.

Guidance and Authority

The post holder is expected to operate with considerable autonomy, referring matters to their line manager when significant resistance is encountered in implementing good practices or policies, when actions may place stakeholders such as children, vulnerable adults, scheme participants, volunteers, or the Society's reputation at risk, or when decisions could substantially impact the workload of others.

Principle Accountabilities

The role holder will be responsible for:

General

- Ensure all policies and procedures are followed in line with legislation and internal policy.
- Assist with policy delivery and implementation in consultation with the manager.
- Maintain full knowledge of policy, procedures, childcare legislation, and best practice.

Care, Wellbeing & Safeguarding

- Provide a safe and secure environment for all children.
- Plan activities and routines to meet each child's needs and interests.
- Monitor each child's progress alongside the manager and carers.
- Report any welfare concerns to the Designated Liaison Person for Child Protection as a mandated person.
- Provide personal care when necessary (e.g., nose cleaning, toileting, washing).
- Address wellbeing issues sensitively and support positive behaviour strategies.
- Carry out planned and unplanned observations.
- Adhere to the centre's Safeguarding Policy and Guidelines.

Daily Classroom Activities

- Prepare educational activities, games, and outdoor play for pre-school and after-school classes daily.
- Develop and deliver a high standard of programmes creatively and enthusiastically.
- Maintain a structured, organised classroom environment.
- Promote children's holistic development across all domains.
- Work collaboratively with the team to plan events for children and parents.
- Support the development and delivery of a summer programme for after-school classes.
- Encourage and respond to children's emergent interests through observation.
- Prepare and maintain individual learning journals for each child.
- Keep the classroom and common areas clean and ready for the next day.
- Follow the curricula and good practice guidelines set by Siolta and Aistear.
- Provide opportunities for self-directed and holistic play.
- Use non-contact time and classroom assistants, students, and volunteers effectively.

Parents & Families

- Greet parents and children warmly and courteously.
- Build positive relationships with primary carers.
- Support and liaise with parents to keep them informed about progress and wellbeing.
- Communicate updates about events, activities, and developments at the centre and in the community.
- Address parents' concerns and refer complaints to the Early Learning Centre Manager.
- Create a welcoming atmosphere for visiting parents and work collaboratively with other services in the child's best interest.
- Explain the centre's policies and procedures clearly.

Administration

- Keep children's records and attendance up-to-date.
- Complete administration tasks as requested by the Early Learning Centre Manager.
- Maintain records in compliance with the Child Care 1991 (Early Years Services) Regulations 2016, including progress, observations, accidents, child protection reports, and medication.

Training & Meetings

- Complete required training (first aid, fire safety, manual handling, food handling, safeguarding).
- Attend monthly staff planning meetings.
- Be available for staff training and supervisions.
- Participate in all meetings and planning sessions as required by the centre.

Food

- Oversee food preparation for children as directed.
- Encourage good eating habits and personal hygiene.
- Promote self-feeding where appropriate.
- Make mealtimes an enjoyable, social occasion for children.

Health & Safety

- Follow safety procedures outlined in the service safety statement.
- Report safety hazards to management.
- Maintain a safe, clean, and healthy environment.
- Ensure the health and safety of children while in your care.
- Maintain professional appearance and hygiene standards.
- Be fully familiar with fire and health and safety policies.
- Be knowledgeable in first aid and aware of designated officers and reporting procedures.
- Avoid activities that pose risk to yourself, staff, or children.

Communication

- Always act professionally, following the staff code of conduct and policies.
- Communicate frequently and clearly with team members, management, and parents.
- Keep communication straightforward, accurate, and professional, avoiding unnecessary social conversation during supervision of children.

Relationship Building & Teamwork

- Work respectfully as part of a team.
- Maintain positive working relationships with team members and children.
- Be fair, supportive, and confidential when addressing issues and concerns.
- Work with staff and management to develop and implement the curriculum in line with Aistear and Siolta.
- Act as a role model and mentor, supporting and supervising CE workers, volunteers, and students.
- Be proactive in problem-solving and contribute to a strong team ethic.
- Take an active role in team tasks such as meetings, organising parties, outings, and fire drills.

Challenges

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Ensuring confidentiality at all times
- Ensuring a friendly and supportive atmosphere at all times.
- Be confident in following procedures when meeting the needs of children and families.
- Early Years Educators must be able to handle sensitive information and maintain confidentiality and offer dignity and respect.
- Working with and supporting colleagues and current staff team.
- Working with and supporting parents by encouraging them and recognising them as the child's primary educator.
- Engaging with a group of existing children, encouraging and supporting their confidence and

Other Information

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder

may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/ change.

Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

Education, Experience, Knowledge and Skills Required

Qualifications

- **QQI Level 7 or higher** in Early Childhood Care

Experience

- At least **2 years of professional experience** of working directly with pre-school children in an early years setting
- Good knowledge of underlying principles in early years education including Aistear and Siolta
- Experience of working with this age group in a similar setting
- Experience of working in the community or voluntary sector is an advantage
- Experience of working with volunteers and students is an advantage

Knowledge and Skills

- Candidates must also have lots of initiative, enthusiasm and an interest in supporting and empowering young children and their families.
- Being able to demonstrate excellent organisational, communication, interpersonal and listening skills
- Good ability to work on his/her own initiative
- Enjoy being part of progressive and energetic team.
- The ideal candidate will demonstrate empathy for young children and their families

The person must also demonstrate the following personal attributes:

- Be honest and trustworthy
 - Be respectful
 - Be flexible
 - Demonstrate sound work ethics
 - Confidentiality
 - Other
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Compensation & Benefits

All SVP benefits are subject to the prevailing policy and associated length of service requirements	
Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following 13 weeks, with level of entitlement increasing with length of service (Subject to terms of policy)
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)*
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (Subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave Further Education Support (Subject to terms of the policy)
Hybrid/Flexible Working Available	SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
SVP Experience Day	Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

The information contained in this job description is a true and accurate reflection of the job as at the date specified.