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**Askea Community Childcare Centre, Brownshill Road, Carlow**

**Childcare Manager**

**Job Specification**

**To apply for this position please submit your CV with a cover letter setting out your experience and reasons for applying for the position to:**

**askeaccc@gmail.com**

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| **Job Title** | Childcare Manager |
| **Post Available** | Full Time position, Monday to Friday – 39 hours per week.  45 minute lunch break, 15 minutes of which is paid. |
| **Application for the Post** | Application for the post is by email or post. Interested candidates please email or post and enclose a cover letter and Curriculum Vitae. |
| **Closing Date** | Closing date for receipt of applications is 18th August 2025 at 5.00pm. Applications received outside this time will not be considered. |
| **Reporting Relationship** | The post holder will report directly to the Director of Services. |
| **Service location** | Askea Community Childcare Centre, Brownshill Road, Carlow. |
| **Informal Enquiries** | Please contact askeaccc@gmail.com |
| **Details of Service** | Askea Community Childcare Centre caters for children aged 12 months to 12 years of age. Our aim is to provide a high-quality Childcare service which meets the needs of parents and children using our service. We encourage and nurture the self-worth of the children in our care in a safe, loving and stimulating environment.  Askea Community Childcare Centre is a not-for-profit public service organisation. |
| **Position Summary** | To work collaboratively in a leadership role with the Director of Services in the planning, implementation, review and evaluation of the day-to-day quality operations of the Childcare service.  To ensure, in conjunction with Team members, that the developmental needs of all children in the service are met within a framework of planned structured activities and child-led, interest based, early learning experiences, which link to Aistear, Siolta and the Child Care (Pre-school Services) Regulations 2016. |
| **The Person** | The successful candidate will be child centred and family focused, have experience in the supervision of staff and services, and a minimum of 3 years’ experience working in a Childcare facility.  **It will be a requirement to have:**   * A recognised third level qualification to a minimum QQI Level 7 in Early Childhood Studies or equivalent * Comprehensive knowledge of relevant childcare legislation and regulations * Experience of delivering Early Childhood education within the Aistear and Siolta Frameworks * Excellent IT skills, proficient in Word and Excel * Excellent communication skills with children, parents, and team members. * A proven track record of working in a team environment * Evidence of exceptional communication, networking and interpersonal skills, both verbal and written. * Excellent organisation skills * A high level of motivation, experience and capacity for lone working and team working on tasks. * Knowledge of Nutritional Standards for Early Learning Care Services * Previous experience in a supervisory role in an Early Childhood Education and School Age Service |
| **The following experience will be a distinct advantage** | * Experience in a Managerial role * Experience working with a voluntary Board of Management * Report writing and application skills * Working knowledge of the NCS, ECCE, CCSP, Core Funding and AIMS |
| **Main Responsibilities** | The Childcare Manager will assist the Director of Services in their role by carrying out tasks assigned to them supervising the work of the Childcare Team to ensure the smooth running of the service. They will be responsible for ensuring that high quality and best practice standards are maintained within the service in conjunction with Director and will assume responsibility as the Person in Charge when the Director is not on the premises.  **Main duties will include:**  **Support Educators**   * In conjunction with the Director of Services supervise the work of the childcare team to ensure the smooth running of the service**.** * Assist the Lead Educators and Educators within the service and carry out support and supervision meetings. * Lead by example and model best practices in Early Childhood Education. * Facilitate and further children’s learning and development through observation, assessment and planning in conjunction with Children, Parents and Educators. * Oversee the implementation of the curriculum in conjunction with Lead Educators to develop short/medium/long term Curriculum planning for children’s learning and development within the frameworks of Aistear and Siolta. * Ensure the service meets the needs of parents, children, and staff, and is always open to suggestions for improvement, in conjunction with the Director of Services**.** * Guide the staff team to ensure adherence to the Pre School Regulations 2016 and Tusla’s Quality and Regulatory Framework. * Implement and review Service policies and procedures.   **Support Administration**   * Use programmes such as Word, Excel to record information and write reports. * Develop proficiency in Childcare Applications, ECCEsoft. * Be familiar with relevant Government Childcare and Early Education schemes such as ECCE, NCS, CCSP, AIMS. * Keep accurate records required by regulatory bodies which are easily accessible and retrieved. * Represent the centre during inspections by, but not limited to, Tusla, Department of Children Equality Disability Integration and Youth, Pobal and Environmental Health. * Accurately record, file and archive information e.g. confidential information relating to children and staff. * Attend Team Meetings and take record and file the Minutes. * Monitor Staff’s Continuous Professional Development, including documenting training, organising appropriate courses to attend, filing documents and certificates. * Key Holder Responsibilities.   **Support Ancillary**   * Ensure children’s meals are prepared in a clean and safe environment, as per weekly menus provided to parents and FSAI guidelines. * Maintain a high standard of hygiene and safety in the service in conjunction other staff members. * Ensure the premises is in good repair, cleaned to a high standard and any observations are reported to the Director of Services.   **Communication and Relationships**   * Develop positive working relationships with parents and carers * Develop positive working relationships with team members * Develop positive working relationship with the Director of Services   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post.** |
| **Annual Leave** | 21 days |
| **Salary** | The salary for this post is €44,616 per annum |
| **Probation** | 6 months |
| **Contract Length** | Permanent Fulltime Contract subject to continued funding by DCEDIY |
| **Benefits** | * Uniform tunic provided (x2) * Seven days paid certified sick leave and three days paid uncertified sick leave. * Good Friday is an additional Company day of leave. |
| **Other requirements specific to the post** | * Successful Garda Vetting and Police Vetting if applicable to other countries of residence over a six month period. * 2 validated written references, one from your most recent employer. * Full driving licence and access to own transport required. |
| **Short Listing** | **Applicants will be short listed for interview based on the information supplied on their CV and letter of application at the closing date.**  **Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge section of this job specification.** |