

Job Description and Responsibilities

DEPUTY MANAGER

Overall Purpose of the Job:

As Deputy Manager, you will support the Manager in overseeing the daily operations of the early years' service, ensuring the highest standards of care and education are consistently upheld. You will play a proactive role in team leadership, partnership development, and ensuring full compliance with all relevant childcare regulations.

The Deputy Manager will contribute to the planning, development, and delivery of the service in accordance with the Childcare Act 1991 (Early Years Services) Regulations 2016, prioritising the health, welfare, and development of each child at all times. The role must be carried out in line with the service's policies, procedures, and best practices.

Strong collaboration with the early years team, parents, families, external support agencies, and professionals is essential. The Deputy Manager will also support and promote the overall ethos of Childcare & Family Support within The Growing Tree Project.

Key Responsibilities:

Reporting & Supervision

- Report to the Manager on a daily basis, and monthly to the Management Committee, and Interagency Groups.
- Attend and actively participate in support and supervision meetings with line management.

Partnership & External Relations

- Establish and maintain strong working relationships with external agencies, including (but not limited to) Roscommon County Childcare Committee, Tusla, the Preschool Inspection Team, and the management of the Emergency Reception Orientation Centre.

Administration & Compliance

- Complete all child registrations on the Programme Implementation Platform.
- Maintain accurate and up-to-date records in line with contractual agreements with Pobal and the Department of Children and Youth Affairs.

Family Engagement

- Communicate effectively with families regarding their children's development, interests, and progress.

- Foster a welcoming and inclusive environment for all families.

Regulatory & Curriculum Standards

- Ensure all practices, policies, procedures, and curriculum align with:
- Childcare Act 1991 (Early Years Services) Regulations (2016)
- The National Quality Framework Síolta (2006)
- The National Curriculum Framework Aistear (2009)
- The Aistear Síolta Practice Guide

Quality Provision & Inclusive Practice

- Take overall responsibility for the quality of early years' provision, including physical, emotional, social, and intellectual care and education.
- Lead and promote inclusive practices that reflect Diversity, Equality, and Inclusion principles.

Team Support & Mentorship

- Support and mentor early years team members in safeguarding and promoting positive outcomes for all children.
- Encourage professional development and reflective practice within the team.

Interagency Collaboration

- Communicate and collaborate with families and external agencies supporting children and families in the service.
- Contribute to the work of a multi-professional team and coordinate agreed programmes and interventions in line with the ethos of the interagency group.

Child Development Awareness

- Demonstrate a working knowledge of how various influences and transitions affect child development.
- Show understanding and experience in working with children for whom English is a second language.

Confidentiality & Professionalism

- Ensure strict confidentiality is maintained across all aspects of the service and stakeholder interactions.

Continuous Professional Development

- Attend CPD events as requested by the Manager or Voluntary Management Committee.

Other Duties

- Carry out any other duties as assigned by management, in line with the needs of the service.

Confidentiality Statement

CONFIDENTIALITY OF THE SERVICE USERS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES

Note

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development Company's operations and needs of the services.



Rialtas na hÉireann
Government of Ireland



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



**Roscommon County
Childcare
Committee CLG**



Qualifications and Person Specification

Essential Qualifications:

- **Minimum Level 6** qualification in Childhood Care and Supervision (ideally FETAC Level 7 or 8 in Early Years Education).
- **2-3 years' experience** working in an early years setting, with 2 year in a supervisory or leadership role.
- Strong leadership and organizational skills
- Proven ability to build effective relationships with families, children, staff, and external stakeholders
- Sound judgement and creative problem-solving ability
- In-depth knowledge of Childcare Funding Programmes (e.g., ECCE, NCS, AIM)
- Ability to work on own initiative and manage multiple responsibilities

Desirable Qualifications:

- **Level 7 or 8 qualification in Early Childhood Education or a related field.**
- Up-to-date certification in Children First (Child Protection) training.
- Valid First Aid certificate.
- Garda Vetting clearance.

Person Specification:

Knowledge & Skills:

- Strong understanding of the Childcare Act 1991 (Early Years Services) Regulations (2016), Síolta, Aistear, and the Aistear Síolta Practice Guide.
- Proven ability to lead and support a team in delivering high-quality early years education and care.
- Excellent communication skills – written, verbal, and listening, with the ability to build positive relationships with children, families, staff, and external agencies.
- Competence in administrative tasks, record-keeping, and use of relevant platforms
- Ability to work collaboratively within a multi-disciplinary and interagency framework.

Attributes:

- Passionate about early childhood development and inclusive practice.
- Reliable, flexible, and proactive in approach.
- Committed to continuous professional development.
- Respectful of confidentiality and professional boundaries.
- Culturally sensitive and responsive to the needs of children and families from diverse backgrounds.