

**Job Title:** Childcare Worker  
**Reports To:** Childcare Centre Manager  
**Department:** Child & Family Services  
**Location:** St Joseph's Childcare Centre, Co. Waterford  
**Job Holder:** VACANT  
**Date of JD:** August 2025



**Contract Type:** Permanent Full Time  
**Hours:** 37.5 hours per week  
**Salary:** €29,581.50 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 purpose of the Childcare Worker role is to provide high-quality early childhood care and education while ensuring a safe, secure, and nurturing environment for all children. Working closely with Senior Childcare Workers, Managers, and other team members, the Childcare Worker plays a key role in supporting individual children and promoting their overall well-being.

The role involves assisting in the planning and implementation of age-appropriate, stimulating activities that foster each child's natural development, in line with Siolta, the National Quality Framework for Early Childhood Education, and Aistear, the National Curriculum Framework. All duties are carried out in accordance with the policies and procedures of St. Joseph's Childcare Centre and relevant regulatory standards to ensure the highest level of care and safety.

## 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:

## **Compliance with Policies and Procedures, Childcare Legislation, Best Practice**

- Ensure policies and procedures are complied with in line with legislation and internal policy.
- Assist with delivery and implementation of policies in consultation with the manager.

## **Care and Wellbeing of Children**

- Provide a safe and secure environment for children.
- Design activities and routines to meet the needs and interests of each child.
- Implement and evaluate daily routines with staff to encourage holistic child development.
- Be attentive to children in your care and address issues as they arise.
- Report child protection concerns to the Senior Childcare Worker, Management, or Designated Liaison Person.
- Adhere to Child Protection Guidelines and safeguarding policies.
- Communicate with children at their level.
- Use positive strategies for managing challenging behaviour.
- Maintain a safe sleep environment and carry out planned/unplanned observations.
- Provide personal care when necessary (e.g., nappy changing, toileting, washing).

## **Relationship Building and Teamwork**

- Work as part of a team with dignity and respect.
- Support, motivate, and encourage team members.
- Be fair and confidential when handling issues and concerns.
- Maintain positive relationships with colleagues, children, and parents.
- Work collaboratively with staff and management to develop and implement the curriculum (Aistear and Siolta frameworks).
- Contribute to teamwork by liaising constructively and supporting colleagues.
- Participate in team tasks (meetings, events, outings, fire drills).

## **Daily Classroom Activities**

- Follow the childcare programme and good practice guidelines (Aistear and Siolta).
- Use initiative and liaise with colleagues, senior staff, and management for support.
- Engage children with play equipment suited to their needs.
- Provide opportunities for self-directed and holistic learning.
- Link curriculum and activities to Aistear framework.
- Support preparation and delivery of educational activities, games, and outdoor play.
- Ensure classrooms are clean and tidy at the end of each day.
- Keep records and attendance up to date.
- Be proactive in problem-solving and support children's emergent interests.
- Encourage children's confidence, self-esteem, and overall development.

## **Working with Parents and Families**

- Create a welcoming atmosphere for parents.
- Inform parents of centre policies and procedures.
- Address parents' concerns appropriately.
- Promote children's holistic growth (physical, emotional, social, intellectual, language).
- Greet parents and children warmly and professionally.
- Keep parents informed of children's progress and wellbeing.
- Refer complaints to the Senior Childcare Worker.
- Attend parent evenings as required.
- Support families from diverse ethnic backgrounds.
- Recognise parents as primary educators and work in partnership with them.

## Administration

- Maintain childcare records with other staff.
- Ensure compliance with Childcare 1991 (Early Years Services) Regulations 2016.
- Keep progress notes, observations, accident records, attendance, nappy and sleep logs, etc.

## Training and Meetings

- Undertake mandatory training (first aid, fire safety, manual handling, food handling, child protection).
- Be available for staff training and supervisions.
- Attend all staff meetings and planning sessions.

## Children's Mealtimes

- Encourage good eating habits and personal hygiene.
- Promote self-feeding where appropriate.
- Use mealtimes as enjoyable social occasions.

## Health and Safety Compliance

- Adhere to procedures outlined in the safety statement.
- Report safety hazards to senior staff or management.
- Maintain a safe, clean, and healthy environment.
- Maintain personal appearance in line with employment terms.
- Ensure high hygiene standards.
- Be fully conversant with fire and health & safety policies.
- Have knowledge of first aid.
- Know designated officers and reporting procedures.
- Avoid activities that pose risks to yourself, staff, or children.
- Maintain quality and safety standards in line with Siolta framework.

## Communication

- Communicate frequently with team members, management, and parents.
- Speak in a professional, accurate, and straightforward manner.
- Follow the staff code of conduct and centre policies.

## Safeguarding

- Follow SVP safeguarding policies and procedures.
- Maintain awareness of best practices for safeguarding children and vulnerable adults.

## Other Duties

- Attend supervision sessions with Senior Childcare Worker.
  - Commit to continuous improvement in childcare practice.
  - Be flexible, creative, and committed in supporting the programme.
  - Support policies and procedures in line with the Childcare Act and relevant regulations.
  - Ensure adherence to quality and safety standards (Siolta framework).
  - Perform additional duties as requested by management.
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## 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.

## 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.

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## Education, Experience, Knowledge and Skills Required

### Qualifications

- Minimum FETAC Level 5 in Childcare or Early Years Educator is essential.
- FETAC Level 6 in Childcare or Early Years Educator would be an advantage.

### Experience

- 1 year of experience in relevant childcare role is essential.

### Knowledge

- Knowledge of the Society and of its mission and values.
- Knowledge of needs and issues of the poor and disadvantaged.
- Knowledge of Aisteoir, Siolta, Better Start programmes and AIM.
- Good knowledge of underlying principles in early years education/afterschool

### Skills

- Be a strong team player who enjoys being around children.
- Ability to use initiative.
- Display enthusiasm and an interest in supporting and empowering young children and their families
- Excellent interpersonal and communication skills.
- Demonstrate excellent listening and supportive skills.
- Be patient with a well-developed sense of humour.
- Have a child centred approach to activities, being imaginative and creative in delivering activities.

### The person must also demonstrate the following personal attributes:

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

**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.