



## Westmeath Community Development

### Job Description: Childcare worker

#### Re-advertisement

Westmeath Community Development (WCD) is recruiting for Childcare worker in Castlepollard.

#### Key Areas of Work

- Responsible for the day-to-day delivery of Afterschool services including:
  - Accompanying children to and from school and any other relevant venue or activities
  - Supervising homework activities
  - Providing meals to children
  - Collecting fees from parents
  - Ensuring a high standard of hygiene in the Afterschool centre
- Ensure that child protection procedures are adhered to and advise Lead Childcare worker regarding any concerns about a child.
- Ensure the overall safety and well-being of children.
- Maintain strict confidentiality regarding children and their families.
- Support Lead Childcare worker with registrations/allocation of places/providing progress updates to parents/maintaining attendance records.
- Contribute to the planning of daily age appropriate activities of the Afterschool service including the development and implementation of a quality curriculum.
- Maintain room and equipment to ensure the health and safety of children at all times.
- Assist the Lead Childcare worker to implement the Quality and Regulatory Framework (QRF) and associated recommendations following a Tusla inspection.
- Assist the Lead Childcare worker & Childcare Manager to regularly update, review, and implement all WCD Afterschool service policies and procedures (including but not exclusive to child protection, health & safety, GDPR, fire safety, fee collection).
- Attend and engage in weekly staff meetings and undergo training as required.
- Perform other reasonable and relevant duties as may be assigned from time to time and as prescribed by regulations.



## Person Specification

### *Essential*

- Qualification in Childcare [minimum Level 5] or other relevant qualification
- A minimum of 1-year experience in childcare or other similar setting
- Ability to work as part of a team
- Kindness, warmth and responsiveness to children
- Good communication & relating skills with children, staff and parents
- Good knowledge of relevant legislation and regulations
- Highly motivated and observant in all areas of childcare
- Good IT skills

## Terms of Appointment

- 1-year Fixed Term contract
- Hours of Work: 20 hours per week
- Salary: €16.18/hour
- Reporting directly to Lead Childcare worker



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth

