**St Peter’s Afterschool Service**

**Job Title:** Early Years Childcare Manager

**Role:**  Responsible for the running of the Childcare Service

**Reports to:** Board of Management of St. Peter’s NS

**Hours:**

**:**

**Overall purpose of Job**

The Early Years Childcare Manager will form part of the management team that is responsible for the day to day operational management of St Peter’s Afterschool Service.

The Early Years Manager will be responsible for planning and implementing Early Years Programmes within St Peter’s Afterschool Service on a day to day basis. They will provide a safe, stimulating and child centred environment to ensure that all children’s developmental needs are being met. Partnership with parents and other staff team members is expected. The Manager will be accountable to the Chairperson and Management Committee of Board of Management of St. Peter’s NS

**Key areas of work:**

The responsibilities of the Early Years Manager are described in the following sections.

**Welfare & Development of the Child**

* St Peter’s Afterschool Service is committed to safeguarding the children in our County and Board of Management believes that the welfare of the children is paramount. We are committed to child-centred practice in all our work with children.
* St Peter’s Afterschool Service are committed to upholding the rights of every child and young person, including the rights to be kept safe and protected from harm, listened to, and heard.
* Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, DCYA, 2017, *Child Safeguarding: A Guide for Policy, Practice and Procedure*, Tusla, 2018, and the *Children First Act 2015*, Child Safeguarding Resource Document: Child Safeguarding Statement, Policy and Procedures; Guidance for Early Learning and Care and School Aged Childcare Services in Ireland.
* St Peter’s Afterschool Service provides a safe environment in which they can play, learn and develop.
* knowledge of the SAC Policies Registration checklist and the National Quality guidelines for SAC
* Supporting all staff with the implementation of our Child Safeguarding Policy and Child Safeguarding Statement including role and function of the designated liaison person (DLP/DDLP);
* Ensure that the principle of confidentiality is fully observed in relation to any personal details regarding children, service users etc.
* All children’s files are confidential and should be stored in a locked file either hard copy or electronically;
* Assisting the committee allocating childcare places and replace leavers to maintain full capacity within the Childcare Service and individual rooms.
* To deal respectfully with the client group and inform the management committee of any important issues that has arisen in your dealings with them
* Any other duties that that may be assigned by the management committee.

**Management**

* Supporting and managing staff and volunteers on a day to day basis;
* Supporting the management committee and childcare manager with support and supervision sessions for all staff on a regular basis.
* Supporting the childcare manager with team meetings.
* Supporting and assisting parents using the childcare centre with their children’s needs;
* Co-ordinating, resourcing agendas, minutes, setting up of meeting room and attending Mgt meetings;
* Accessing and attending CPD for all staff relevant to staff needs;
* Report to and attend committee meetings and provide written and financial reports including short, medium and long term projected reports;
* Support the Mgt Committee with sustainability;
* Maintain Company File on behalf of Mgt Committee;
* Monitor and co-ordinate receipt of fees from parents and the issuing of receipts;
* Co-ordinating, resourcing agendas, minutes, setting up of meeting room and attending Mgt meetings;
* Recruitment of staff in consultation with Board of Management of St Peter’s NS
* Pobal Administration Requirements (Hive/compliance)
* Comply with all DCEDIY funding requirements;
* Training Audit for all staff in line with our Training Policy;
* Resourcing Mgt committee with all policy documents including Parents, Staff, Committee and Financial Handbooks;
* Maintaining, updating, reviewing and approval of all Policy & Procedures.
* Supporting Mgt Committee with sourcing of funding for the company, completing application forms, addressing any follow up correspondence, telephone calls, emails with regard to applications and meeting spend, timeframes and reporting of a spend;

Ensuring all staff rosters, holiday files, TIL sheets are approved by Mgt Committee.

**Administration**

* Support TUS worker/work experience/volunteer with clerical/administrative role;
* Ensure that infringements outlined in the TUSLA Pre-School Inspection report are followed up and rectified (resource management committee);
* Ensure all Pobal non-compliances are followed up and rectified (resource management committee);
* Ensure all DES recommendations are followed up and rectified (resource management committee);
* All staff files/children files/general files are updated and signed off on.

 **Health & Safety**

* Work with the Room Leaders to ensure that the service is operating to the highest possible standards and is compliant with Tusla, DES and Pobal requirements;
* Be aware of the Health & Safety at Work Act, the Safety Statement and its contents. Ensure that health and safety concerns are rectified as soon as possible and noted in writing to the management committee.

**Communication**

* Ensure parents are fully informed of services’ policies and any developments;
* Participate in support and supervision with Chairperson or other member of management committee as requested;
* Co-ordinate and record regular staff meetings;
* Support Management with Performance Reviews with all staff;
* Co-ordinate staff meetings, training and information sessions;
* Liaising with the pre-school/After School Leader/Assistants on a regular basis with any issues arising in the pre-school/after school rooms.
* Facilitate Continuous Professional Development (CPD) for all staff in conjunction with the Management Committee;
* Liaise with Pobal/DCEDIY/WCCC/TUSLA/DES.

# **Person Specification**

* Min FETAC/QQI level 6 or higher
* Experience in a childcare setting;
* Experience in supporting staff and volunteers;
* Good communications skills;
* Knowledge of relevant legislation and regulations;
* Interpersonal skills;
* Administrative skills;
* Time management;
* Ability to delegate effectively;
* Computer skills;
* First aid skills;
* Customer care skills;
* Record keeping;
* Interviewing and selection of staff;
* Ability to deliver staff induction, job talks and demonstrations;
* Knowledge & Attitude;
* Knowledge & understanding of all aspects of childcare centre;
* Commitment to quality – Siolta and Aistear Frameworks;
* Awareness of health and safety issues and legal requirements relating to childcare service;
* Appreciation of need for strict confidentiality;
* Honesty and reliability;
* Good time keeping;

● Willingness to work flexible hours.

**Terms of Appointment**

* Fixed Term Specific Purpose Contract to August 2025 (Leave of Absence cover)
* Hours of Work: 20 hours per week
* Hourly rates of pay in line with ERO requirements commenced on the 24th of June 2024.
* Reporting directly to Board of Management of St. Peter’s NS.

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