



Job Description

Deputy Manager/Senior Childcare Worker

Job Title: Deputy Manager/Senior Childcare Worker

Reports to: Little Deers Creche Manager

Number of Hours: 35 hours

Objectives:

To support in the management, supervision and day-to-day organisation of the early years setting and to ensure high standards of care, education, safety and well-being of children and staff.

Main duties and responsibilities:

Early Childhood Care and Education

- Ensure that the developmental needs of all children are met within a framework of planned activity and early learning experiences
- In collaboration with the staff team, prepare long, medium and short-term curriculum plans
- Be responsible for implementing systems of observation and record-keeping so that each child's progress is effectively monitored and assessed
- Organise a key worker system
- Ensure high standards of quality assurance in all areas of the Early Years curriculum
- Adhere to the Child Protection Policy of Little Deers and ensure that any concerns are acted upon immediately and appropriately
- Keep strictly confidential any personal information relating to the children, their families or members of staff learned as part of the job
- Encourage the active participation of all parents in the setting
- Organise and facilitate progress meetings with parents (one per year)
- Support the Manager during POBAL, HSE, Department of Education and TUSLA Early Years inspectorate visits
- To ensure, in conjunction with the Manager, that an effective communication system with parents/guardians, viewing and induction meetings and provision for regular parent/carer meetings, in line with Parental involvement Policies.

Staff Supervision and Support

- Support the Manager in staff planning meetings and review meetings
- Offer support to the Manager in supervision, advice and direction to the staff team and promote a strong sense of teamwork
- Identify and support the training and up-skilling requirements of the staff team
- Encourage commitment to quality improvement through ongoing professional development for the whole staff team

Administration

- In collaboration with the staff team, implement all policies and procedures of the setting
- Maintain all records relating to the Timesheets, Annual Leave and TOIL Request of assigned staff
- Regularly monitor and evaluate practice and the quality of the service.
- Support and assist the Manager with all documentation in relation to PIP/NCS and other documentation required for statutory or regulatory bodies.

General

- Ensure equality of opportunity for all children, staff and parents
- Lead by example, adhering to a professional code of conduct
- Ensure that high standards of hygiene and safety are maintained at all times
- Attend to any other reasonable duties relevant to the post

This job description will be reviewed on an annual basis.

Requirements:

- FETAC/QQI Level 7 in Childcare preferred, FETAC/QQI Level 6 may be considered with commitment to complete Level 7
- Minimum three years' experience working in a childcare facility
- Familiarity with Children First
- Knowledge and experience of Aistear Framework and Siolta Standards
- Self-Motivation, ability to encourage teamwork and excellent organisational and planning skills
- Computer literate with excellent communication and team building skills
- First Aid, Manual Handling, Child Protection and Food Safety Certified an advantage
- Fluent English Essential

Terms and conditions include:

- Permanent, Full-time (subject to probationary period and funding)
- 35 hour working week
- Range **€28,574 - €30,940** a year (to commensurate with experience and qualifications)
- 20 days annual leave + 5 company days leave
- Family friendly policies
- Support for training
- Access to HSE Employee Assistant Programme
- Salary commensurate with experience and qualifications
- Garda vetting is mandatory

Apply by submitting a CV and a cover letter outlining how your experience and qualifications meet the duties and responsibilities of the position. Send to christina@northwestclarefrc.ie.