

Job Description

Early Years Educator

Job Title: Early Years Educator

Reports to: Early Years Assistant Manager

Number of Hours: depends on role

Rate of Pay: Minimum €13.65 per hour, depending on qualifications

Main Objective:

The Early years Educator is responsible for providing a safe and developmentally appropriate environment and to implement early childhood programmes in accordance with all relevant legislation, policies and procedures.

Main Duties and Responsibilities

Early Childcare and Education

- Assist in the planning and implementing activities that meet the physical, emotional, intellectual and social needs of the children attending Little Deers, particularly in line with the Aistear and Siolta Curriculum Framework
- Provide appropriate activities and ensure the use of adequate equipment
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Be familiar with emergency procedures
- Be ready to welcome the children when they arrive
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Set up and clear away at the start and end of each session as required
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits such as eating, resting, and toilet habits
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and storytelling

- Build children's esteem and communication skills through age appropriate interaction and activity
- Comfort children when required
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Organize and participate in recreational activities, such as games.
- Keep strictly confidential any personal information relating to the children their families or members of staff learned as part of the job
- Create a friendly relaxed atmosphere, which establishes in the children a feeling of security, confidence and trust.
- Ensure an inclusive environment is developed for all children, regardless of race, abilities, beliefs and values
- Be respectful of children and parents,

General

- Work as part of a team
- Attend staff supervision meetings and staff meetings
- Assist and take part in the organisation of special events, outings and fundraising activities
- Maintain records of each child and keep up to date records of daily schedules and accident books
- Always maintain a professional code of conduct and support to staff in the assigned room
- Appropriate dress code -Uniform must be wore all times
- Uphold, implement and regularly review all policies and procedures of Little Deers in partnership with the staff team and management
- To perform such duties that may be assigned by the Senior Childcare worker

We offer competitive salaries with excellent holiday and sick leave and all mandatory training is funded. Please submit a CV and cover letter to christina@northwestclarefrfc.ie