

MANAGER - JOB DESCRIPTION

Job Title: Manager

Location: Mountbellew Community Childcare Centre

Responsible To: Board of Management

Responsible For: Mountbellew Community Childcare Centre

Job Purpose

The Manager will be responsible for the overall management, operation and delivery of a high quality early years and afterschool service. The Manager will ensure that all good practice standards are met in the delivery of an early education and care programme and in the afterschool. The childcare practice in the full day care and afterschool should be regularly reviewed and evaluated to ensure high quality standards are continuously developed and maintained. The Manager will have overall responsibility for the efficient financial management and operations of both services. This role also requires the Manager to liaise with the centre management team, local Childcare committee, Tusla-The Child & Family Agency and other relevant organisations.

Key Responsibilities:

Operational

- To ensure the ongoing successful management and financial viability of the full day care and afterschool business is maintained.
- To ensure that the full day care and afterschool operates at full capacity to include matching of full day care, ECCE Scheme places.
- To efficiently manage the registration of all new children and waiting in line with the 'Admissions' Policy and Procedure.
- To ensure that both buildings are maintained to the required standards and any maintenance work is completed in a timely manner.
- To maintain and monitor security, systems and alarms, for both buildings.
- To maintain accurate and up-to-date records for all aspects of the business, which are easily retrieved, necessary to the running of the full day service and afterschool in accordance with the Child Care Act 1991 [Early Years Services] Regulations 2016, the Child Care Act 1991, the Department of Children and Youth Affairs, Children First: National Guidance for the Protection and Welfare of Children and the Department of Health and Children 'Our Duty to Care'.

The role has 10 key components:

1. Financial Oversight

(Day to day financial operations management will be run by the centre administrator, who will carry out all the following operations management: Payroll, HIVE - weekly returns, ECCE registrations, NCS registrations, Core funding, AIM applications, tracking attendance)

2. Childcare Practice

- To ensure that all practice is child-centred, age-and stage-appropriate, responsive to the individual needs of children and promotes their development within the indoor and outdoor environment.

- To have a comprehensive knowledge and understanding of equality issues and different customs, cultures and family structures and to ensure that equality and diversity is recognised and celebrated through the curriculum
- To advise parents on child development evaluations/assessments as may be required, should concerns arise.
- To ensure, in conjunction with staff that appropriate Individual Learning Plans are developed to meet the needs of children with special needs.
- To develop quality improvement strategies within the service to enhance the quality of experiences for all children and staff.
- To ensure that all elements of the work are delivered within the remit of the Child Care Act 1991 [Early Years Services] Regulations 2016, Síolta, the National Quality Framework, Aistear, the National Curriculum and the National Standards for Preschool Services and any other legal or best practice standards.

3. Child Protection

- To act as the Designated Child Protection Liaison Person in the full day care service and the afterschool in line with *Children First: National Guidance for the Protection and Welfare of Children*.
- To ensure that all staff understand their roles and responsibilities in relation to child protection concerns in the full day care service and the afterschool and that they act appropriately if they have a child protection concern and understand the child protection policy and procedure.

4. Working in Partnership with Parents

- To build relationships with parents and ensure all staff engage and communicate with parents.
- To ensure an effective communication system with parents/guardians is maintained and to carry out all viewing and induction meetings with parents.
- To organise and manage seasonal and family/social events, such as the Halloween disco, which manager is expected to attend.

5. Viewings

- To ensure that parents are talked through the range of services available in both services. The services should be promoted through phone calls enquiries and 'viewings' in relation to both services.

6. Staff Management

This aspect of the role will be delivered in conjunction with the Deputy Managers and Board, with the tasks below split across management team members.

- To develop and maintain a 'Best Practice' culture as outlined in Síolta, Aistear
- To maintain the staffing requirements as set out in the Child Care Act 1991 [Early Years Services] Regulations, 2016
- To act as a positive role model and provide leadership to the staff in relation to all elements of childcare practice so that they can effectively fulfil their roles within the daycare and afterschool service.
- To ensure that staff maintain a positive, professional attitude and are motivated in their work.
- To ensure that quality standards are maintained in relation to the professionalism of staff as set out in the standards established.
- To manage staff, including recruitment of staff, staff induction and orientation, staff training and development, staff support and supervision

- To monitor staff performance, attendance and punctuality and maintain records of same as part of Personnel files.
- To manage, support and supervise Childcare Students on placement through the year in conjunction with relevant Staff. This will include completion of garda vetting, induction, monitoring student's performance, feedback to students and the college and completing reports as required.
- To manage all staffing issues including grievance and discipline issues and to conduct such matters in line with the 'Grievance' and 'Disciplinary' Policies and Procedures
- To identify staff training needs and sourcing of training opportunities.
- To ensure that all staff adhere to contract obligations, duties outlined in Job Descriptions and compliance with Terms and Conditions as laid out in the Employee Handbook, including all Policies and Procedures of the full day care service and the afterschool
- To arrange regular staff meetings, providing an agenda, recording meeting notes and circulate same for staff on with staff and hold on file.
- To manage a staff rota system, including adequate cover for breaks and leave.
- To encourage and support team work and liaise with staff in the delivery of all services within the full day care service and afterschool
- To ensure that all staff have up-to-date mandatory training as appropriate to the position, First Aid, Fire Safety, Food Hygiene, Manual Handling, Child Protection and HACCP.

7. Health & Safety

- To liaise with the Cook in the full day care service regarding menu and related purchases. To ensure that all HACCP records are maintained
- To liaise with the staff and monitor daily cleaning routines, ensuring all equipment is maintained to a high standard.
- To ensure that a high standard of cleanliness, health and safety is maintained in line with relevant legislation in each building.
- To ensure that the building is in excellent condition always in compliance with the Child Care Act [Early Years Services] Regulations 2016, the Health, Safety and Welfare at Work Act 2005, and in line with all Policies and Procedures of the full day care service and the afterschool
- To manage Fire Safety procedures for both building as set out by the Fire Safety Act 1997 and Child Care Act 1991 [Early Years Services] 2016. This will include organising regular fire drills, staff training and keeping and maintaining accurate records.
- To ensure that accident and incident forms are appropriately completed and maintained by Staff.
- To ensure that regular risk assessments and health and safety audits are carried both in-door and outdoors in the full day care service and the afterschool.
- To be responsible for the security systems and maintenance of both facilities.

8. Meeting and Reporting Responsibilities

- To attend and present progress reports (Operational, Human Resources, and Finances) to the four Directors as required.
- To ensure accurate records of meetings with the Staff are kept and to ensure staff follow through on same
- To ensure that regular planning meetings are held with Early Years and Afterschool Practitioners and accurately record details of same.

9. Policy Development

- To keep abreast of all policy issues and new developments within the business sector
- To ensure that the business is prepared for a Tusla – Child and Family Agency Early Years Inspection, Pobal inspection and any other relevant agencies inspections always

- To ensure that the full day care service and the afterschool meets all its obligations as stipulated in the Safety, Health and Welfare at Work Act 2005.
- Maintaining a Health and Safety Statement for both the buildings
- To ensure that all policies and procedures [childcare, employment, financial and health and safety] of the full day care service and afterschool are implemented and updated as required.
- To ensure that the Childcare Policies and Procedures for the Centre are reviewed and updated as required.

10. External Communications

- To represent the service in a positive way at events
- To liaise with external agencies/ personnel as appropriate (PHN, special needs organisations, national voluntary agencies etc.).
- To engage in networking as a business development strategy.

Other Related Duties

- To work in all areas of the service as may be required in the provision of relevant adult: child ratios and in the kitchen as necessary.
- To assist with the organisation of and to partake in fund-raising and promotional events as required.
- To keep confidential all personal information regarding the children and their families, the staff and the full day care centre and afterschool in line with the Confidentiality Policy and Procedure of the and the Data Protection Acts 1998-2003.
- To take on other responsibilities as reasonably requested by the [insert as relevant]

This job description may be reviewed, updated and/or amended from time to time in line with the needs of the service.