

ADVERT ID 224886

Manager

St Bernards NS

Abbeylara Abbeylara Granard N39K773

<https://abbeylarans.ie>

MAIN DETAILS

Status: Active
Level: Pre-School
Date Posted: Sun Sep 15 2024 18:47:47
Application Closing Date: Mon Sep 30 2024
Commencement Date: Mon Nov 4 2024
Status of Post: Permanent Part-Time

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 3
Current Enrolment: 28
Droichead school: Yes

POST DETAILS

Additional Information:

After-School Childcare Manager Required

Duties/Responsibilities:

- ? Manage/oversee the day to day running of the school age care setting ensuring the safety, care and welfare of the children and staff is always maintained.
- ? Plan and implement afterschool activities for the children attending
- ? Liaise with the classroom assistant and Board of Directors
- ? Support parents and guardians to access government programmes
- ? Maintain all paperwork /policies as required and ensure their implementation
- ? Update Early Years Hive Portal, oversee child registrations and keep up to date with applications /grants that are available through National Childcare Strategy
- ? Ensure compliance with TUSLA and Pobal record keeping requirements

Eligibility Criteria:

- ? Minimum Level 5 QQI Childcare
- ? One year's experience in a similar role in a childcare setting
- ? Strong work ethic and commitment, flexible and dynamic
- ? Excellent communication skills, IT and administration skills
- ? Ability to work on own initiative and as part of a team
- ? Passionate about working with children
- ? References required

Job Specifications:

- ? 2pm – 6pm; 20 hours per week
- ? 38-week contract; Monday to Friday (as per school calendar)

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number: 15122V
Apply To: Mary Quinn
Chairperson
St. Bernard's Afterschool CLG
Abbeylara
Co. Longford
County: Longford
Website: <https://abbeylarans.ie>

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