

ADVERT ID 224886

## Manager

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### St Bernards NS

Abbeylara Abbeylara Granard N39K773  
<https://abbeylarans.ie>

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#### 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

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#### 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

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#### 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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