



St Catherine's Community Services Centre, St Joseph's Road, Carlow
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Childcare Manager Job Description

Background

St Catherine's Community Services Centre is a registered charity and community and voluntary agency based in Carlow Town. We deliver a wide range of services to families, communities, groups and individuals on a local, countywide and regional basis. Our services range from support for pre-school children to services for older people.

Childcare Services

St. Catherine's operates 2 Community Childcare services in our main centre on St. Joseph's Road and in the Kilkenny Road Community Childcare and Family Centre. We offer 135 childcare places between both services. Our services are term time and close for July and August. The Manager role is a full-time, 12 month per year role with overall responsibility for the running of both services.

The Role

St. Catherine's wish to recruit a full-time Childcare Manager:

Location:	St. Joseph's Road, Carlow
Hours of Work:	Full-time position, 36.25 hours per week
Reporting to:	Director of Services
Annual Leave:	25 days per annum
Salary:	Competitive subject to qualification and experience Contributory pension after 12 months service

The Childcare Manager is responsible for the day-to-day management of our two Childcare services including pre-school, crèche and afters schools. Duties include:

Management/Development

- Leading and supporting childcare staff in the planning, review and monitoring of activities and programmes appropriate to individual and group needs of children in line with Siolta and Aistear

- Support and supervision of staff including two Assistant Managers and a part-time Administrator
- Work with our Finance Manager and Childcare Administrator in scheme administration, budgeting and finance
- Making recommendations to management re development proposals

Statutory/Regulatory

- Act as the Designated Liaison Person with regards to child protection in St. Catherine's
- To monitor and report any issues in relation to Child protection and to adhere to the National Guidelines
- To comply with all relevant legislation, regulations and all Childcare Inspections
- Ensure compliance with all statutory and funding schemes requirements including returns and reports
- Maintain and develop quality standards in line with the Siolta Quality Assurance programme

Operational/Administrative

- Oversee the register of children using the facilities and recording attendance.
- Provision of appropriate services and activities
- Monitoring and updating of equipment
- Oversee the collection of fees and keeping of weekly accounts
- To maintain a safe and hygienic environment
- To liaise with parents/guardians who are the prime carers of the children and ensure they are always welcome in the facility
- To maintain strict confidentiality with regard to all aspects of the service both during and outside of working hours
- To attend meetings and training as required
- Advertising of services from time to time as vacancies occur
- Liaison with public health nurses and social workers as need arises
- Keep updated on relevant research and other issues in the area of childcare
- To have a flexible approach, to be able to respond to change and to undertake other duties as may be required

Person Specification

- Qualifications – Degree in Early Childhood Education & Care (Level 7 plus) or a related qualification
- A minimum of 3 years paid experience in a childcare setting
- Understanding and respect for equality and diversity.
- Understanding of Community Development.
- Excellent personal and interpersonal skills.

- Management experience including staff and financial management.

Competencies Required

- Leadership and organisational skills
- Understanding of current legislation and recommendations in childcare sector
- Knowledge of child development and its application to practical effective
- A communicator, displaying a strong child-centred approach
- Knowledge of developing policies and procedures
- Proficient in use of computers
- Familiar with managing budgets
- Positives approach demonstrating caring and understanding within the work
- Solution focused with a pragmatic approach
- Own transport and a full driving licence

Terms and Conditions

**A Competitive salary – Our services are term time and close for July and August. The Manager role is a full-time, 12 month per year role. There is flexibility around some unpaid leave during the summer months.*

*25 days annual leave

*Paid sick leave

*Pension scheme contribution

* Bike to work scheme

*Access to external supervision

* Paid study leave

*Contribution to course fees

*Travel expenses between services and as appropriate

This job description will be reviewed from time-to-time and amended as appropriate in line with the needs of the work.