

To apply for this position please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to littleorchardcommunitychildcare@yahoo.com

Job Title	Early Years Manager
Posts Available	1 Full Time position – 45 hours per week. 8:00-5:30pm Monday to Friday
Closing Date	Closing date for receipt of applications is 12 noon on 19 th May 2025. Applications received outside this time will not be considered.
Reporting Relationship	The post holder will report directly to the Voluntary Board of Management
Childcare location	Little Orchard, Seskin Road, Leighlinbridge, Co Carlow
Informal Enquiries	Please contact littleorchardcommunitychildcare@yahoo.com
Details of Service	Little Orchard is a Community Childcare Service based in Leighlinbridge County Carlow. We cater for children aged 6 months to 12 years of age. We are a unique setting as we are based in an old parochial house which provides us with a real home-from-home environment. We also have one of the largest outdoor facilities in the County.
Position Summary	<p>Working as part of a team the Early Years manager will work a five-day week Monday – Friday with occasional out of hours commitments dependent on meetings.</p> <p>The essential role of the Early Years Manager is to organise the day to day running of Little Orchard Childcare. This involves the management of staff, supervision of children and liaising and communicating with parents/guardians.</p> <p>The post holder will work closely with the voluntary Board of Management whose responsibility is the oversight and governance of the service. They will also work closely with Carlow County Childcare Committee and where necessary Tusla and other governing bodies.</p> <p>The post holder will build, maintain, and improve relationships with parents and the community of Leighlinbridge to continue to embed the service as a valuable community asset.</p> <p>The post holder will line manage a team including an Assistant Manager, Supervisor and 27 staff; including Early Years Educators, Auxiliary staff and Community Employment scheme participants.</p>
The Person	<p>The successful candidate will have a passion for childcare, experience in management of staff and services and will have a minimum of 3 years' experience working in a relevant Childcare facility</p> <p><u>You will be required to have:</u></p>