

	<ul style="list-style-type: none"> • A recognised third level qualification ideally to a minimum QQI Level 8 in Early Childhood Studies or equivalent (however candidates holding a QQI Level 6 will be considered) • Previous management experience in childcare or other relevant field • Excellent communication skills with children, parents, and team members • Comprehensive knowledge of relevant childcare legislation and regulations • Knowledge of Aistear Framework and Siolta Standards. • In depth knowledge of systems to access childcare funding • A proven track record of working in a team environment. • Experience of line managing staff with diverse activities • Evidence of exceptional communication, networking and interpersonal skills, both verbal and written. • Excellent organisational and ICT skills (Information Communication Technology) with experience across Microsoft, excel and finance applications • A high level of motivation, experience and capacity for lone working and working on one's own initiative. • To have their own car, a clean driving licence <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>The following experience is a distinct advantage.</p>	<ul style="list-style-type: none"> • Experience managing a diverse team • Experience working with a voluntary Board of Management • Report writing and application skills
<p>Main Responsibilities</p>	<p>The Early Years Manager will provide leadership and take responsibility for ensuring high quality and best practice standards are maintained at all times. The post holder's main duties will include</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Curriculum Development • Overseeing the development of curricula in co-operation with room leaders and in line with Aistear • Overseeing the implantation of short, medium and long term planning of activities and learning opportunities • Maintaining a high standard of hygiene and safety • Directly supervise the work of the childcare team to ensure the smooth running of the service. • Ensure the service meets the needs of parents, children, and staff, and is always open to suggestions for improvement. • Foster a collaborative and responsive environment in which the team feels empowered and supported. • Work closely with staff to develop and implement a vision for the service, aligned with our ethos. • Lead by example and model best practices in early childhood education. • Ensure all health, safety, and regulatory requirements are met. • Support staff in their professional development and encourage a culture of learning and growth. • Oversee day-to-day operations and ensure high standards of care and education are consistently maintained. <p><u>Administration and management</u></p> <ul style="list-style-type: none"> • Have a working knowledge of Word, Excel and Childcare Application such as ECCEsoft.