

	<ul style="list-style-type: none"> • Have a working knowledge of government childcare platforms such as Pobal, Early Years Hive • Be familiar with relevant government childcare and early education schemes such as ECCE and NCS • Managing budgets, fees and ensuring financial stability • Keeping accurate records required by regulatory bodies, which are easily accessible and retrieved • Representing the centre during inspections and not limited to Tusla, Department of Children Equality Disability Integration and Youth, Pobal and Environmental Health • Working knowledge of and experience with payroll system Thesaurus • Working knowledge of government grants applications <p><u>Communication and Relationships</u></p> <ul style="list-style-type: none"> • Developing positive relationships with parents and carers • Developing positive working relationships with team members • Co-ordinating recruitment, induction, and training for staff
Annual Leave	20 days with an additional day for Good Friday.
Hourly Rate of Pay	€20.72
Probation	6 months
Contract Length	Permanent Full Time Contract
Benefits	<ul style="list-style-type: none"> • Uniform provided • Free parking on site
Other requirements specific to the post	<ul style="list-style-type: none"> • Garda clearance. • Appropriate references. • Full driving licence and access to own transport required • Flexibility to work outside of normal office hours for meeting or events
Short Listing	<p>Applicants will be short listed for interview based on the information supplied on their CV and letter of application at the closing date.</p> <p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge section of this job specification.</p> <p>Little Orchard reserves the right to form a panel based on the interviews, however this will only be done in the event of a number of candidates exceeding the interview competency score</p>