



Little Orchard Community Childcare CLG

Early Years Manager

Job Specification and Terms and Conditions

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	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. 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. 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. 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. 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.
The Person	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 <u>You will be required to have:</u>

	• 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 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.
The following experience is a distinct advantage.	• Experience managing a diverse team • Experience working with a voluntary Board of Management • Report writing and application skills
Main Responsibilities	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 <u>General</u> • 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. <u>Administration and management</u> • Have a working knowledge of Word, Excel and Childcare Application such as ECCEsoft.

	• 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 <u>Communication and Relationships</u> • 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	• Uniform provided • Free parking on site
Other requirements specific to the post	• 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	Applicants will be short listed for interview based on the information supplied on their CV and letter of application at the closing date. 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. 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