



Little Orchard Community Childcare Ltd

**Early Years Assistant 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 a completed application form to littleorchardcommunitychildcare@yahoo.com

Job Title	Early Years Assistant Manager
Posts Available	1 Full Time position – 47.5hrs per week. 8:00-5:30pm Monday to Friday with one hour lunch break, half of which is paid. A time in Lieu system is in place
Application for the Post	Application for the post is by Application form via email ONLY. Interested candidates please email with cover letter and request Application Form via email
Closing Date	Closing date for receipt of applications is 13th August 2025 at 12.00pm. Applications received outside this time will not be considered.
Reporting Relationship	The post holder will report directly to the Service Manager
Childcare location	Parochial House, 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 a 28 person team the Early Years Assistant manager will work a five-day week Monday – Friday 8.00-5.30 pm with occasional out of hours commitments dependent on meetings/Management Requirement .</p> <p>The essential role of the Early Years Assistant Manager is to support the Service Manager by taking responsibility for tasks assigned to them by the Manager. The post holder duties will be split between an Office Role and an Educator Role; with morning time designated to office duties and afternoons assigned to a care Room in the service. The position has key holder responsibilities.</p> <p>The Assistant Manager is also the designated Person in Charge when the Manager is not on the premises and their role then involves the management of staff, supervision of children and liaising and communicating with parents/guardians, communicating with the Board of Management and where necessary working with the Carlow County Childcare Committee, Tulsa, Pobal and other governing bodies.</p>
The Person	<p>The successful candidate will have a passion for childcare, experience in the supervision 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> <ul style="list-style-type: none"> • A recognised third level qualification to a minimum QQI Level 6 in Early Childhood Studies or equivalent • Comprehensive knowledge of relevant childcare legislation and regulations

	<ul style="list-style-type: none"> • Knowledge of Aistear and Siolta Frameworks • Excellent IT skills, proficient in Word and Excel • Excellent communication skills with children, parents, and team members • A proven track record of working in a team environment • Evidence of exceptional communication, networking and interpersonal skills, both verbal and written. • Excellent organisation skills • A high level of motivation, experience and capacity for lone working on tasks with management supervision. • Knowledge of Nutritional Standards for Early Learning Care Services • To have their own car, a clean driving licence • Previous experience in a supervisory role • 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>The following experience is a distinct advantage.</p>	<ul style="list-style-type: none"> • Experience in a Deputy Managerial role • Experience working with a voluntary Board of Management • Report writing and application skills • Working knowledge of Schemes such as the National Childcare Scheme, the Early Childhood Care and Education Scheme and the HIVE programme.
<p>Main Responsibilities</p>	<p>The Early Years Assistant Manager will assist the Early Years/Service Manager in their role by carrying out tasks assigned to them. They are also responsible for ensuring high quality and best practice standards are maintained within the service by reporting observation of these standards to the Manager.</p> <p>The post holder main duties will include</p> <p><u>Educator Role</u></p> <ul style="list-style-type: none"> • Assist the lead Educator in the room assigned to them • Work along side the lead Educator to develop short/medium/long term Curriculum planning for learning and development within the frameworks of Aistear and Siolta • Facilitate and further children’s learning and development through observation, assessment and planning • Implement policy and procedure <p><u>Administration and management</u></p> <ul style="list-style-type: none"> • Using programmes such as Word, Excel to record information and make reports • Developing proficiency in Childcare Applications such as ECCESoft. • Develop a working knowledge of government childcare programmes such Early Years Hive • Be familiar with relevant government childcare and early education schemes such as ECCE and NCS • Maintaining and updating Policy and Procedures in the Early Years Service • Developing and maintaining nutritionally balanced Menu choices for the service in conjunction with the service chef. • Keeping accurate records required by regulatory bodies, which are easily accessible and retrieved

	<ul style="list-style-type: none"> • Representing the centre during inspections and not limited to Tusla, Department of Children Equality Disability Integration and Youth, Pobal and Environmental Health • Accurate recording, filing and archiving and of information such as confidential information relating to children and staff • In conjunction with the Service Manager Supervise the work of the childcare team to ensure the smooth running of the service. • Guiding staff team to ensure adherence to the Pre School Regulations 2016 and Tusla's Quality and Regulatory Framework, in conjunction with the Manager • Development and implementation of Policy and Procedures in conjunction with the Manager • Overseeing the implementation of the curriculum in conjunction with the manager • Maintaining a high standard of hygiene and safety in the Service in conjunction with the Manager • Ensure the service meets the needs of parents, children, and staff, and is always open to suggestions for improvement, in conjunction with the Manager • Lead by example and model best practices in early childhood education. • Attending Team Meetings and taking, recording and filing the Minutes • Responsibility as the Person in Charge when Management is not on the premises. • Key Holder Responsibilities • Monitor Staff Team Continuous Professional Development, including documenting courses held, organising appropriate course work to attend and filing certificates <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 • Developing positive working relationship with Service Manager
Annual Leave	20 days
Salary	The salary for this post is €17.33 per hour
Probation	6 months
Contract Length	Permanent Fulltime Contract
Time in Lieu	A time in lieu system is in place for any additional hours accrued
Benefits	<ul style="list-style-type: none"> • Uniform tunic provided (x2) • Free parking on site • Good Friday is an additional day of leave
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 Orchards 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>