

Job Description – Childcare Manager Brightsparks Childcare

CHILDCARE MANAGER (MATERNITY LEAVE)

Key Tasks and Responsibilities:

1. Ensuring the welfare of all children attending the service is of paramount importance and that their development and well-being on every level is catered for.
2. He/she will have the overall responsibility in the daily management of a quality driven service, its staff team and the children attending the service. To administer and manage the service in line with policies and procedures developed by Management and the Board of Directors and meeting the requirements of relevant funding organisations.
3. To manage a Childcare Staff team, this would include;
 - To be actively involved in the recruitment process for all service staff
 - Daily management of the staff including staff direction, organisation, motivation and facilitation
 - To plan and implement a quality curriculum which will include referencing to Síolta, Aistear etc.
 - To supervise and support the room leaders and assistants in their roles, to include planning, implementing and reviewing of activities/programmes
 - To identify, provide and implement staff training programmes/schedules to include First Aid, Child Protection & Welfare and staff personal development
 - To provide, encourage and enhance team building/team dynamics
 - To conduct regular staff meetings to discuss service issues
 - Check and sign all time sheets in accordance with Pobal procedures
4. To ensure that the service operates in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2018
5. To report and liaise on a regular basis with the General Manager and Board of Management.
6. To have overall responsibilities for drafting and implementing of all childcare policies and procedures for the service, and to ensure that they are adhered to on a daily basis.
7. To liaise with all Parents/Carers who are the primary carers of the children and ensure they are always welcome in the service.
8. Cultivate a partnership with parents and the community.

9. To liaise and establish links with any outside agencies who may be involved with the service in any form.
10. To ensure that all health and safety requirements are in place and always maintained.
11. Liaise with Tusla Early Years Inspectors/ DES Inspectors.
12. Liaise with Tipperary County Childcare Committee re schemes/HIVE.
13. Liaise with Pobal Verification Team.
14. Liaise with HSE Intervention Team Social Workers etc.
15. Liaise with TUSLA.
16. To have overall responsibility for the reporting and all requirements under the Dept. of Children, Equality, Disability, Integration & Youth funded programmes. This will include preparing for compliance visits, Pobal HIVE administration. Also maintaining all necessary documentation in relation to all childcare funded schemes and making necessary returns to Pobal.
17. To have responsibility for the overall financial procedures of the Childcare centre; matching income to expenditure and reporting to the Board re same.
18. To have responsibility for overall promotion of the service within the community. This will include providing literature around the schemes and outlining eligibility.
19. To perform such other duties appropriate to the office of Childcare Manager as may be assigned by the General Manager or Board of Directors.

Personal Specification

- Level 8 essential.
- At least 1 years' experience in a managerial post and are 3 years' experience working directly in early year care and education
- Interpersonal skills
- Communication skills
- Administrative and budget management skills
- Time management
- Ability to delegate effectively
- Computer skills
- First aid skills
- Customer care skills
- Record keeping skills
- Interviewing and selection of staff
- Ability to deliver staff induction, job talks and demonstrations
- Knowledge & understanding of all aspects of childcare centre
- Commitment to quality
- Awareness of health and safety issues and legal requirements relating to childcare service
- Appreciation of need for strict confidentiality
- Honesty and reliability
- Good time keeping
- Willingness to work flexible hours (evenings and weekends may be a feature of this employment).