

Herbertstown Community Childcare: Childcare Manager **(<https://www.activelink.ie/node/109095>)**



Herbertstown Community Childcare
Herbertstown, Kilmallock, Co Limerick, V35WY80.

Job Vacancy: Childcare Manager

Role: To manage the day to day organisation of the centre.

Duties and Responsibilities

- To take day to day responsibility for children and staff
- To lead ECCE Scheme provision for pre-schoolers
- To ensure high standards of care at the centre, Ability to lead a team.
- Attend meetings and undertake training as required
- Revise policies and procedures as required
- Adhere to Child Protection Policy of the service and report any concerns • Manage a budget and maintain accounts
- Maintain all records as required by governing bodies
- Represent the service during Inspections
- Network with appropriate statutory and voluntary agencies
- To develop ongoing positive relationships with parents
- To co-ordinate recruitment, induction, appraisal and training requirements for staff
- Maintain strict confidentiality, any breach of confidentiality about children or their families will constitute gross misconduct
- Perform any other reasonable duties that may be assigned from time to time

Person Specifications

- Minimum QQI Level 7
- Minimum 5 years work experience within the childcare setting, with two years experience in management.
- Good Communication and Relating Skills with children, staff and parent
- Comprehensive knowledge of relevant legislation and regulations

Closing date for application is 12th of July 5pm.

To apply send C.V. to herbertstowncc1@gmail.com (<mailto:herbertstowncc1@gmail.com>)

Herbertstown Community Childcare is an Equal Opportunities Employer



Region

Co Limerick

Date Entered/Updated

20th Jun, 2024

Expiry Date

12th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/109095-herbertstown-community-childcare-childcare-manager>