

Upperchurch Childcare Centre: Childcare Manager **(<https://www.activelink.ie/node/114653>)**

Position Title: Childcare Manager

Location: Upperchurch Childcare Centre, Ireland
Reports to: Board of Management

Salary negotiable

Role Overview:

The Childcare Manager will oversee the day-to-day operations of a community crèche and busy afterschool service, ensuring high-quality early childhood care and education.

The manager will be responsible for managing staff, maintaining compliance with regulatory standards, engaging with parents and the local community, and ensuring the financial sustainability of the crèche.

Key Responsibilities:

1. Operational Management:

- Oversee the daily operations of the crèche, ensuring a safe, nurturing, and stimulating environment for children.
- Develop and implement policies and procedures in line with Tusla and Childcare Act requirements.
- Ensure the crèche complies with health, safety, and hygiene regulations, including fire safety protocols.
- Monitor and maintain the crèche's equipment and facilities.

2. Childcare Program Development:

- Develop and implement a high-quality early childhood education curriculum, ensuring a child-centred approach.
- Evaluate and adapt educational programs to meet the developmental needs of individual children.
- Support and guide staff in the implementation of the curriculum and best practices in early years' education.

3. Staff Management:

- Lead, motivate, and manage the crèche team, including recruitment, training, and ongoing performance management.
- Schedule staff shifts, ensuring appropriate staff-to-child ratios at all times.
- Conduct regular team meetings and professional development workshops.
- Promote a collaborative and supportive team culture.

4. Parent and Community Engagement:

- Act as the primary point of contact for parents, providing regular updates on their child's progress and addressing concerns.
- Organise and facilitate events, workshops, and meetings for parents and community members.
- Foster strong relationships with external agencies and community organisations.

5. Financial and Administrative Management:

- Manage the crèche's budget, ensure fee collection, payroll, income and expenditure accounts, purchasing etc are completed on time and within budget. Working with the business administrator ensuring that we have strong financial policies and procedures in place.

- Monitor occupancy levels and ensure sustainability through effective marketing and enrolment strategies.
- Maintain accurate records, including children's files, attendance, and staff records, in line with data protection laws.
- Prepare and submit monthly reports to the Board of Management, regulatory bodies, and funding agencies as required.

6. Compliance and Regulatory Requirements:

- Ensure compliance with Tusla regulations, including annual inspections and reporting requirements.
- Keep up to date with changes in legislation and best practices in early years care and education.
- Implement and monitor child protection policies, ensuring all staff are trained in safeguarding procedures.

7. IT and Administration:

- Use software and digital tools to manage administrative tasks such as attendance tracking, invoicing, and staff scheduling.
- Maintain digital records and ensure they are stored securely in compliance with GDPR.
- Use communication platforms (email, social media, crèche management software) to engage with parents and staff.

Qualifications and Skills Required:

Education:

- Minimum QQI Level 6 in Early Childhood Care and Education (or equivalent); Level 7/8 is preferred.
- Qualification in Management/Leadership is advantageous.

Experience:

- Minimum of 3 years' experience in a childcare setting, with at least 1 year in a management or supervisory role.
- Experience with Tusla compliance and knowledge of national childcare regulations.

Skills:

- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Sound financial management and budgeting skills.
- Proficiency in IT systems and software (e.g., Microsoft Office, crèche management software, payroll systems).
- Strong organisational skills and attention to detail.
- Knowledge of child protection and safeguarding protocols.

Additional Requirements:

- First Aid Certification.
- Garda Vetting clearance.
- Ongoing commitment to professional development and training.

This role requires a dynamic individual with a passion for early childhood care, strong management skills, and a focus on community engagement. The Childcare Manager will play a key role in fostering a positive and inclusive environment for children, staff, and families.

Job Type: Full-time/36hr week

Work Location: In person

**CVs to be sent to directors@upperchurchchildcare.ie
(<mailto:directors@upperchurchchildcare.ie>)**

Interviews will be held within two weeks of closing date.

Application closing date April 16th.

Region

Co Tipperary

Date Entered/Updated

25th Mar, 2025

Expiry Date

16th Apr, 2025

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