

## **St. Andrew's Resource Centre: Early Years Service Manager** **(<https://www.activelink.ie/node/114713>)**



### **Early Years Service Manager**

St. Andrew's Resource Centre, a prominent Family Resource Centre in the South Inner City, is seeking an enthusiastic and dedicated Early Years Service Manager. This pivotal role contributes significantly to delivering high-quality Early Childhood Education and Care to our community. We are looking for an experienced and passionate early childhood professional who is committed to providing the best care and education for children and families. The ideal candidate will collaborate closely with colleagues and management team across St Andrew's to achieve key outcomes and objectives for the service's development. The Early Years Services Manager will work in alignment with the ethos, values, policies, and procedures of St. Andrew's Resource Centre.

**Job Title:** Manager Early Years Service

**Minimum Qualification:** Level 8 in Early Education

**Minimum Experience:** At least five years' experience in the early years' sector, with a minimum of two years' management experience

**Reporting:** Reports to the Executive Director

**Contract:** Permanent 35 hour week

**Hours** Monday to Friday

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### **The Role**

- The Early Years Manager will oversee the daily operation of St. Andrew's Childcare Service in a dynamic, energetic manner, fostering growth and initiative. This role involves building capacity to deliver high-quality, inclusive early childhood care and education for children and families. The successful candidate will ensure that all good practice standards are met in the delivery of early years education and care programs.
- Key responsibilities include managing the Tusla, Pobal, and Department of Education inspection processes, ensuring compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016, the National Standards for Preschool Services, and any other relevant legislative or best practice standards.
- The Early Years Manager will maintain accurate, up-to-date records for all aspects of the service, in accordance with the Childcare Act 1991 (Early Years Services) Regulations 2016, the Childcare Act 1991, the Department of Children, Equality, Disability, Integration and Youth, Children First: National Guidance for the Protection and Welfare of Children, and the Department of Health and Children's 'Our Duty to Care'.
- Additionally, the Early Years Manager will lead the development of quality improvement strategies within the Early Years services to enhance the quality of experiences for children, families, and staff.

### **Staff Management**

- Lead the recruitment and induction processes for Early Years staff
- Ensure staffing meets the requirements set out in the Childcare Act 1991 (Early Years Services) Regulations, 2016.
- Provide leadership and mentorship to Early Years staff, guiding them in all aspects of practice and service delivery.
- Uphold and continuously improve quality standards, ensuring staff professionalism aligns with relevant early years standards
- Keep staff up-to-date with all mandatory training, including First Aid, Fire Safety, Food Hygiene, Manual Handling, Child Protection, and HACCP.

## Child Protection

- Act as Deputy Designated Child Protection Liaison Person in St Andrew's in line with Children First: National Guidance for the Protection and Welfare of Children.
- Ensure all Early Years staff understand their roles and responsibilities in relation to child protection concerns in the service and that they act appropriately if they have a child protection concern.
- Lead on the development, review and updating of Early Years policies as necessary.

## Financial

- Collaborate with the Financial Controller to achieve full capacity in each Early Years' room including the use of creative engagement solutions to maintain financial breakeven.
- Have a sound knowledge and understanding of various funding schemes.
- Deliver services in line with requirements under our contracts to DCEDIY/Pobal.
- Experience with the HIVE system
- Liaise with the Sponsor organisations

## Working in Partnership with Parents

- Ensure an effective communication system with parents/guardians is developed and maintained
- Oversee the organisation of parent information evenings/events.

## Health & Safety

- Work with the Facilities Manager to ensure that services are compliant in meeting legislative and good practice requirements as outlined in: ✓ Safety, Health, and Welfare at Work Act 2005. ✓ Childcare Act (Early Years Services) Regulations 2016, ✓ Fire Safety Act 1997 and Childcare Act 1991 (Early Years Services) 2016/and all other obligations.
- Ensure all accident and incident forms are appropriately completed and maintained by all staff
- Ensure regular risk assessments and health and safety audits – external and internal – are implemented
- Prepare monthly board reports.
- Ensure that all policies and procedures are implemented and updated as required
- Keep up to date with new developments within the Early Years sector.

## Policy Development

- Ensure all childcare policies are up to date and legally compliant.
- Stay up to date with the Aistear and Siolta Programme Frameworks

## Garda Vetting

Garda vetting and police clearance where appropriate is essential

## Application Process & Deadline

To apply for this role, please send: - a comprehensive, up-to-date CV; and Cover Letter (max two pages) outlining your motivation for applying for this job, your skills, knowledge and experience and your salary expectation

Completed applications for this role should be sent by email to [Catherine.Byrne@standrews.ie](mailto:Catherine.Byrne@standrews.ie) (<mailto:Catherine.Byrne@standrews.ie>) reference Early Years Service manager in the subject line.

Date for Applications: 5pm 28th April 2025

### Region

Dublin 2

### Date Entered/Updated

27th Mar, 2025

**Expiry Date**  
28th Apr, 2025

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