



# EARLY YEARS WORKERS

Recruitment Pack

ABOUT:

Closing Date: 2nd April @12 PM 

[RECRUITMENT@NORTHSIDEFRC.IE](mailto:RECRUITMENT@NORTHSIDEFRC.IE) 

Northside Family Resource Centre



## **EARLY YEARS WORKER**

### **JOB DESCRIPTION**

Northside Family Resource Centre's Sunshine Childcare Service and Riverside Early Childhood Centre continue to develop and promote good practice, with the child as the focus of all we do. Working with the Early Years Management Team, the Early Years Worker will have responsibility for the day-to-day care and education of children attending the service.

The main duties and responsibilities of the Early Years Worker are as follows:

#### **Care and Education**

- Day to day responsibility for the children including their physical and developmental care.
- Participate in the planning, implementation of activities / programmes appropriate to individual and group needs.
- Implement Siolta and Aistear toolkit.
- Use own initiative and imagination to continually update programmes and activities.
- Review and evaluate.

#### **Staff**

- Working as part of a staff team to ensure delivery of a quality programme for children.
- Support the smooth running of staff timetables, rotas, breaks, etc.
- Support the day-to-day running of the service.

#### **Buildings and Facilities**

- Be responsible for cleanliness of the designated area.
- Ensure that all equipment and resource materials are properly maintained.
- Take responsibility for maintaining the highest standards in relation to health, hygiene, and safety on a day-to-day basis.
- Share responsibility for areas of general use.

#### **Parents**

- With Early Years Coordinator and Team Leader liaise with parents in relation to children's progress.
- Involve parents in aspects of the service and work co-operatively with them.
- Disseminate relevant information and literature to parents.

#### **Policies**

- Be familiar with and implement all childcare policies and procedures.
- Implement Child Protection Policy - being vigilant for signs of non-accidental injury, sexual abuse, neglect and social, emotional and development delay, reporting immediately any and every aspect of concern to the Designated Liaison Person.

# NORTHSIDE

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## FAMILY RESOURCE CENTRE

- Observe all procedures as required in terms of care and control, safety, and good childcare practice.
- Ensure relevant others (students, volunteers, parents, and visitors) are made aware of and adhere to all policies and procedures.

### **Training / Networking**

- Continually support the update and renewal of early years practice and procedure by being open to own learning and development, identifying and completing relevant courses
- Participate in child-related courses, talks and workshops as requested by management
- Participate in team building, staff training and development sessions of Family Resource Centre

**Other relevant responsibilities as identified by management.**

<b>Terms of Employment</b>	
<b>Job Title:</b>	Early Years Worker
<b>Name of Employer:</b>	Northside Family Resource Centre

**Accountability**

The Early Years Worker is an employee of the Board of Management of Northside Family Resource Centre.

The Early Years Worker reports to the Team Leader and Early Years Manager on a daily basis. Final responsibility rests with the Board of Management through the CEO.

**Hours of Work**

Part-time and full-time posts are available Monday to Friday where the worker is available between 08:00 and 18:00.

Family Friendly working arrangements will be considered including reduced working hours; term time; term time.

The Early Years Worker will be expected to be flexible about morning, evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.

The contract is a permanent and will be subject to continued funding.

A six-month probationary period will apply.

**Salary**

The salary scale is €28,800 commensurate with experience and qualifications per annum pro rata (based on 39-hour week).

**Confidentiality**

The Early Years Worker will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.



### **Holidays**

Twenty-five days per annum pro rata, 2 privilege days (Christmas Eve and Good Friday) plus public holidays.

### **Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process.

### **How to Apply:**

Please DO NOT send your CV. Application forms, and explanatory notes, can be found at [www.northsidefrc.ie/vacancies](http://www.northsidefrc.ie/vacancies). Only completed application forms will be accepted for shortlisting. Forward application to [recruitment@northsidefrc.ie](mailto:recruitment@northsidefrc.ie) before 22nd April 2025 no later **than 12pm**. Informal enquiries can be directed to Alison Dore on 061326623.

**Northside Family Resource Centre is an Equal Opportunities employer.**

**EARLY YEARS WORKER**

**Person Specification**

	ESSENTIAL	DESIRABLE
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> <li>• Experience of working with children aged between 0-6 years (work placements will be considered)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being employed in an Early Years Setting.</li> <li>• Experience of working in a community setting.</li> <li>• Understanding childcare regulations</li> <li>• Volunteer work with children and/or young people</li> <li>• Local knowledge</li> </ul>
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to relate to young children.</li> <li>• Ability to play and be playful</li> </ul>	<ul style="list-style-type: none"> <li>• Able to relate to parents</li> </ul>
EDUCATION & TRAINING	<ul style="list-style-type: none"> <li>• Minimum of QQI Level 5 in childcare (ELC Certificate) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• QQI Level 7 in ECCE or equivalent.</li> </ul>
PERSONALITY	<ul style="list-style-type: none"> <li>• Patient, kind, fun loving and outgoing.</li> <li>• Nurturing approach to relationships with children seeking attunement with the child and their needs</li> </ul>	
VALUES	<ul style="list-style-type: none"> <li>• Flexible with regard to working hours</li> <li>• Showing a deep respect for people from diverse backgrounds</li> <li>• Supportive and non-judgmental of families.</li> </ul>	