



Society of St Vincent de Paul

JOB DESCRIPTION

Job Title:	School Age Childcare Educator	Job Holder:	Vacant
Reports To:	Childcare Manager	Location:	Ozanam House Community Resource Centre, 53 Mountjoy Square West, Dublin 1
Region:	East	Date of Job Description:	April 2025

1. PURPOSE OF THE JOB

The School Age Childcare Educator will be the principal instructor in a classroom with an afternoon afterschool group during term time and a mid-day afterschool group during the summer months and will develop, implement and oversee all aspects of our childcare programme in that room.

2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of volunteers and 800 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing and hostels, community care, shops, administration and other specialist areas.

Ozanam House is a community resource centre operated by the Society and located in Dublin's North Inner City. The centre was opened in September 2002 and since then we have continued to develop various programmes and projects aimed at addressing the issue of social exclusion as well as the many needs of the local community. These include a Childcare service, youth programmes and projects, a suite of adult education programmes and senior programmes for the elderly members of the community.

Ozanam House is located in one of the most dynamic and vibrant communities in the country. There are also many challenges for families and children living in the area. One of the key programmes in the centre therefore is our Childcare Service. We open Monday to Friday from 08.45am – 5.15pm and offer pre-school and after school services to children from the local community. The aim of our centre is to encourage all children to feel that they belong. We aim to create an environment where each child is safe, happy, independent, secure and healthy. Our staff's aim is to develop each child's emotional, social, language, and intellectual skills. We also aim to support parents in whatever way we can. The childcare centre caters for 65 children each day from the age of 2 years 8 months to 8

years of age.

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of conference meetings. It can often therefore be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

3. GUIDANCE AND AUTHORITY

The School Age Childcare Educator will report to and be supported by the Early Learning Centre Manager on a daily basis and in the absence of Early Learning Centre Manager report to the Centre Manager.

The post holder is expected to operate with considerable autonomy. The nature of matters referred upwards are those:

- Where significant resistance is experienced in the development of good practice and implementation of policy.
- Where practice or proposed practice places stakeholders in a position of risk e.g. a child, a vulnerable adult, members, volunteers, the reputation of the Society.
- Where decision will have a significant impact on the workload of others.
- The School Age Childcare Educator will work closely with all staff and parents to ensure that the centre provides a safe, secure and stimulating environment for all children in its care. The School Age Childcare Educator would be expected to be able to deal with situations that may arise in relation to children, families and staff in a sensitive, confidential, supportive, non-judgemental and professional manner.

4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
1. General	<ul style="list-style-type: none">• Ensure all policies and procedures in all areas are complied with in line with legislation and internal policy, assisting with delivery and implementation in consultation with the manager.• Full Knowledge of Policy and Procedures, Childcare legislation/best practice and compliance.
2. Care and wellbeing of the children and Safeguarding	<ul style="list-style-type: none">• To ensure provision of a safe and secure environment for children.• To ensure activities and routine are designed to meet the needs of and interests of each child.• To monitor all children's progress (working alongside the manager and children's carers to ensure that all children are developing to their full potential).• To report any concern you might have about the welfare of a child to the designated Liaison Person for Child Protection and report any concerns in line with your role as a mandated person under legislation. To provide personal care if necessary (nose cleaning, toileting, washing). To deal with issues as they arise in relation to the well-being of children To use positive strategies in place in the centre in supporting children through challenging behaviour. To carry out planned and unplanned observations using observation notes. To adhere to the Safeguarding Policy and Guidelines as set out in the Policies and Procedures of the Centre.
3. Daily Classroom Activities	<ul style="list-style-type: none">• To prepare all educational activities, games and outdoor play for the children in line with our Emergent Play Based Curriculum on a day to day basis. To be creative and enthusiastic in supporting the development and implementation of a high standard of

	<p>programmes in the Centre and in your classroom</p> <ul style="list-style-type: none"> • To maintain a structured and organised classroom environment • To promote the healthy growth of children by catering for their physical, intellectual, language, emotional and social development • To work collaboratively and enthusiastically with your team, planning and developing events for children and parents in the centre throughout the year. • To support the development, planning and implementation of a summer programme of activities for your after-school class during the summer months • To support and develop children's emergent interests through observations • At the end of each session, to ensure that the classroom and common areas are clean and tidy in line with current cleaning protocol and in preparation for the next day • Following the curricula in place in the centre and good practice guidelines as set down by Síolta and Aistear • To provide opportunities for self-directed play • To provide opportunities through planning and observation for children to learn in a holistic way. • Using non-contact time and the support of classroom assistants, students and volunteers
4. Parents and Families	<ul style="list-style-type: none"> • To greet parents and children in a friendly, positive and courteous manner. • To build positive working relationships with the children's primary carers. • To work closely with parents and carers, supporting them in all ways possible. • To liaise with the children's primary carers to

	<p>keep them informed of the children's progress and wellbeing.</p> <ul style="list-style-type: none"> • To keep parents/guardians up to date of events, planned activities and developments in the childcare centre and in the wider community service of Ozanam House • To ensure parent's concerns are dealt with • To refer any complaints from parents to the Early Learning Centre Manager • To create a welcoming atmosphere for parents that visit the centre and to collaborate with guardians and other services in the interest of a child's development. • To inform parents of the centre's operating policies and procedures.
5. Administration	<ul style="list-style-type: none"> • To keep children's records and attendance records up-to-date. • To do various administration tasks as requested by the Early Learning Centre Manager • To maintain appropriate records and documents in compliance with the child care 1991 (Early Years Services) regulations 2016. Records may include the child's progress, recording observations, accident records, child protection reports, medicine records, attendance etc
6. Training and meetings	<ul style="list-style-type: none"> • To undertake first aid training, fire safety and manual handling, food handling and safeguarding training as required. • To attend monthly staff planning meetings scheduled for the last Friday of each month • To be available for staff training and supervisions • To undertake training as requested by your manager • To attend all staff meetings, planning day meetings, supervision and training provided by the centre as required.
7. Food	<ul style="list-style-type: none"> • To oversee the preparation of the children's food as directed by the Early Learning Centre

	<p>Manager.</p> <ul style="list-style-type: none">• To encourage good eating habits and personal hygiene• To encourage self-feeding where appropriate• To use meal times as a social occasion and an enjoyable time with the children
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9. Health and Safety	<ul style="list-style-type: none"> • To be familiar with and adhere to the safety procedures set out in the service safety statement • To report any safety hazards to management • To maintain a safe, clean and healthy environment • To take responsibility for the health and safety of the children in your care while they are in the centre. • To maintain a good appearance in accordance with Terms and Conditions of employment. • Maintain a high standard of hygiene in consultation with staff. • To be fully conversant with the fire policy and implementation. • To be fully conversant with the health and safety policy. • To have knowledge of first aid. • To be aware of the Designated Liaison Person for each role and the reporting procedures. • To refrain from engaging in any activity that poses a risk to you, other members of staff and children.
10. Communication	<ul style="list-style-type: none"> • To always act professionally and to follow the staff code of conduct and to ensure that policies and procedures are followed. • To communicate frequently with team members, management and parents as appropriate • To communicate in a straightforward, accurate, and professional manner and not to engage in unnecessary social conversations when working and supervising children.
11. Relationship Building and Team Work	<ul style="list-style-type: none"> • To work as part of a team with dignity and respect. • To maintain positive working relationships with all team members and children, being fair and confidential in dealing with issues and concerns. • To work closely with parents and support them in all ways possible.

	<ul style="list-style-type: none"> • To work together with all staff and management to develop and implement the curriculum in the centre in line with Aistear and Sólta. • To act as a role model and mentor and provide support, guidance and adequate supervision of CE workers, volunteers and students working with you in your class. • To be proactive when encountering problems and look for solutions • Contributing to the team work ethic of centre, liaising constructively and supporting colleagues and management • To take an active role in team tasks for example team meetings, organisation of children's parties, outings and fire drills.
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5. CHALLENGES

Challenges in this role are largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Be confident in following procedures when meeting the needs of children and families.
- School Age Childcare Educators must be able to handle sensitive information and maintain confidentiality and offer dignity and respect.
- Working with and supporting colleagues and current staff team.
- Working with and supporting parents by encouraging them and recognising them as the child's primary educator.
- Engaging with a group of existing children, encouraging and supporting their confidence and self-esteem, identifying their needs and supporting their development.
- Supporting all families and families from different ethnic backgrounds.

6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such change.

The post holder will be expected to use their initiative, to be enthusiastic and creative as well as highly motivated.

The Society is committed to the Right to Disconnect Code of Practice which applies to all employees

irrespective of where they work, be that office, service, home or other remote location, or their working pattern, either core, shift, or flexible hours.

Given the nature of our organisation, employees may request or be required, depending on their role and agreement of management, to work in a more flexible manner and occasionally outside of their normal/standard working hours. Certain roles by their nature may have a requirement to work evenings or weekends and may be on a shift pattern (as detailed in the written particulars of employment), others may be required to attend evening or weekend meetings with members or may be subject to annual peaks and troughs in the workload. These are usually normal, expected, and foreseeable work-related requirements and staff should ensure that they receive the required breaks and compensatory leave as detailed in the Society's Time off in Lieu policy. Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

Background and qualifications:

Candidates must have a relevant third level qualification with experience in the field of Early Childhood Care & Education as follows:

- **QQI Level 5 or higher** in Early Childhood Care with at least **5 years of professional experience OR QQI Level 6 or higher** in Early Childhood Care with at least **3 years of professional experience** of working directly with children in a similar role

General Experience:

- Good knowledge of underlying principles in early years education and care including Aistear and Síolta

- Experience of working with this age group in a similar setting
- Experience of working in the community or voluntary sector is an advantage
- Experience of working with volunteers and students is an advantage

Knowledge, Skills and Aptitudes:

- Candidates must also have lots of initiative, enthusiasm and an interest in supporting and empowering young children and their families.
- Being able to demonstrate excellent organisational, communication, interpersonal and listening skills
- Good ability to work on his/her own initiative
- Flexible, enthusiastic and resourceful
- Enjoy being part of progressive and energetic team.
- The ideal candidate will demonstrate empathy for young children and their families

The person must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- demonstrate sound work ethics

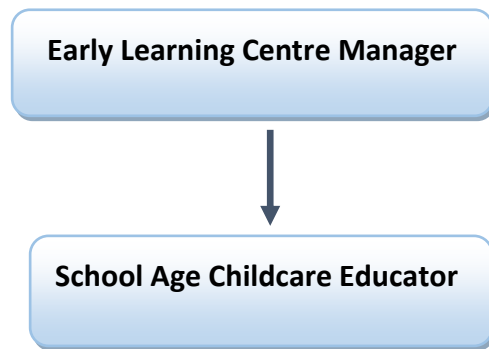
8. COMPENSATION AND BENEFITS

Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following probation period, with level of entitlement increasing with length of service
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)**
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave

9. MAIN TERMS AND CONDITIONS

Contract Type:	Part - time permanent
Hours:	17.5 hours per week, Monday – Friday, 2.00pm to 5.30pm (hours will change during the summer months)
Pension:	5% or 7% employer contribution 5% or 7% employee contribution
Salary:	Salary: €16.00 - €16.75 per hour dependant on experience and qualifications

10. STRUCTURE CHART



The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager