



Job Description

Childcare Manager

Shannonside Community Centre

Job Title: Childcare Manager

Role: Childcare Manager of Shannonside Community Childcare Service.

Reporting to: Leitrim Traveller Project Co-Ordinator.

Location: Shannonside Community Centre, Carrick on Shannon, Co Leitrim

Job description

Your principal duties & responsibilities will be:

- Plan, organise, manage and continue to develop the childcare service.
- Manage the childcare staff team through regular support and supervision and continuous professional development.
- Create and update policy and procedures in relation to best practice
- Compliance with TUSLA, DEIS and Pobal inspections.
- Liaise with relevant local agencies, both primary and secondary schools, school completion team, Foroige, Tusla and HSE
- Administration of the NCS, ECCE, CCSP, core funding and other relevant paperwork.
- Importance of confidentiality at all times.
- Adhering to Leitrim Development Company policies, procedures and always ensuring best practice.

This list of duties is not exhaustive and will change in line with the ongoing development of Leitrim Integrated Development Company's operations and services.

Key Skills:

- Organisational skills and an ability to manage their workload
- Ability to work well with other staff, parents and children.
- Commitment to delivering high quality service
- Excellent IT, communication & interpersonal skills.

Qualifications

- A minimum qualification of level 8 or higher in Early Years and Education or equivalent.
- A minimum of 5 years' experience.

Duration

This post is 24 hours per week fixed term contract. The continuance of the contract is subject to on-going Government funding, and satisfactory work performance and conduct.

Salary

The salary for this position is €24.19 per hour (depending on qualification and experience).

Probation

There will be a period of probation

- (a) The period shall be six months but the CEO / Board may at their discretion extend such period.
- (c) The person appointed shall cease to hold the position at end of the period of probation unless during such period, the line manager / CEO has certified that the service of the person is satisfactory.

Format of the Competition

In order to apply please submit a letter of application and a current Curriculum Vitae, by email to admin@ldco.ie or to Ms Barbara Sweeney, Leitrim Development Company, Church St., Drumshanbo, Co. Leitrim by 5.00pm Friday 22nd of March 2024.

Please note shortlisting may apply and this will be on the basis of the information which you provide in your application. Leitrim Development Company is an equal opportunities employer.

Canvassing will disqualify.



Arna chomhchistiú ag
an Aontas Eorpach
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