



## **Cairde Beag Kilrush invite applications for Assistant Manager and Ecce Room Leader**

### **Job Summary**

Cairde Beag are recruiting a senior member of the childcare team to take responsibility for ensuring high quality and best practice standards are maintained throughout the setting. This person will work in close co-operation with the Manager and staff team in relation to the overall delivery of service provided by the Centre.

Cairde Beag operates 2 community crèches in West Clare. We are a not for profit charitable organisation offering affordable childcare to families in West Clare

### **Key Duties:**

- Assist and support the Crèche Manager in the daily running of the crèche in accordance with The Child Care Act 1991 (Early Years Services) Regulations 2016, DES and best practice.
- Assist and support the Crèche Manager in managing daily programmes, observations, audits, recruitment and selection, inductions, staff rostering, performance management, updating policies and procedures, payroll and finance duties and general administration.
- Support, supervise, motivate, inspire and develop all staff to the best of their abilities.
- Ensure the crèche operates within their internal policies and procedures in conjunction with ratio guidelines, legislation & any regulatory requirements.
- Establish and maintain positive and open relationships with families, children and staff that are based on respect and equality.

### **Requirements:**

- Must hold a minimum Level 7/8 qualification in Early Years care and Education (or be working towards same)

### **Skills and Experience:**

- Minimum 2 years' relevant experience in Crèche facility.
- Excellent knowledge of current legislation and standards relating to Childcare.
- Clear understanding and working knowledge of Aistear and Siolta.
- Administrative, organisation and computer skills.
- Ability to work on own initiative and as part of a team.
- Full Driver's Licence is essential.

Please send CV and cover letter to Aoife Bourke, Clare Local Development Company, Westgate Business Park, Kilrush Road, Ennis, Co. Clare or [bourke@cldc.ie](mailto:bourke@cldc.ie). Closing date for applications 4pm on Wednesday 10<sup>th</sup> October, 2018.

