



**South Tipperary
Development CLG**

2C Carrigeen Commercial Park
Clogheen Road
Cahir
Co. Tipperary
E21 HV20

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South Tipperary Development Company (STDC)

Wishes to appoint a

CHILDCARE MANAGER

South Tipperary Development Company operates a community based childcare facility from our Carrick-on-Suir base. We currently have a vacancy for a **Childcare Manager**.

The person appointed will be required to manage STDC's early years services i.e. Pre-school and Afterschool to the highest standard.

In addition to ensuring best childcare practices, the post holder will be responsible for the efficient management, financial viability, sustainability and development of the childcare service.

DUTIES AND RESPONSIBILITIES

Childcare Management

- Ensure that the service operates in accordance with the Child Care (Pre-school Services) Regulations, 2006 and other relevant regulations.
- Adhere to policies in relation to Children's First and Child Protection Policies.
- Have overall responsibility for drafting and implementing childcare policies and procedures for the service, and to ensure that they are adhered to.
- Ensure that parents/guardians are kept fully informed of their child's participation, progress and of any issues for their child within the group.
- Work with staff, as relevant, to implement the Aistear Siolta Curriculum Framework in line with national guidelines.
- Liaise with staff, as relevant, with regard to the observation and assessment of each child.
- Ensure all funding schemes are operated in accordance with appropriate guidelines e.g. DCYA & Childcare Committee guidelines.



Rialtas na hÉireann
Government of Ireland

Funded by the Department of Rural
and Community Development



Registered Office Unit 2C, Carrigeen Commercial Park, Clogheen Road, Cahir, Co Tipperary.

Company Registration No 449731, **CHY No** 18085, **Registered Charity No** 20068684

Directors: Simon Ryan (Chairman); C Troy (Co. Secretary); R Long; Sr. M Walsh; J Crosse; Cílr A Moloney; M Ryan; P O'Brien; PJ English; F Kennedy; W O'Donnell; A Hennessy; L Ahearn; B Lennon; M Egan; T Richardson; P J Maher

CEO: Isabel Cambie

- Adopt a professional and positive approach to childcare issues in respect of:
 - ✓ New legislation
 - ✓ Measures taken to further protect children
 - ✓ Staff supervision, training and development
 - ✓ Partnership with and participation of parents/carers
 - ✓ Liaison and collaboration with other local organisations involved in the care/education of young children
 - ✓ Participate in the evaluation and development of services

- Coordinate special events and outings.

Centre Management

- Manage and oversee the childcare services, including day-to-day supervision of childcare staff, as relevant and liaise with parents/carers.

- Promote the Community Childcare Subvention Scheme, the Early Childhood Care and Education scheme and National Childcare Scheme. This will include providing literature around the schemes and outlining eligibility.

- Ensure good standards of hygiene are implemented and that equipment is safe and regularly checked.

- Ensure the overall safety and well-being of the children by ensuring that all health and safety requirements are in place and implemented at all times.

- Ensure Healthy Food / Eating Policy is implemented.

- Ensure that planning and preparation is carried out and that the activities offered throughout each session allow the children to experience creative, imaginative, social and physical play.

- Take responsibility for overall promotion of the services within the community.

- Assist in staff recruitment, if required.

- Report to the Programme Manager, attend meetings and provide written reports as requested.

- Carry out any other duties and reasonably as requested by the Programme Manager.

Financial Management

- Keep up to date records as appropriate of the daily running of the centre.
- Ensure that all fees are paid and up to date in line with the centre's Fees Policy.
- Administer CCS, ECCE, AIM, NCS, TEC etc. and other programmes as appropriate on PIP.
- Link with STDC's Financial controller in relation to budgets and financial aspects of managing the programmes.

Other

- Inform childcare staff of policies and procedures in relation to good practice and to encourage and promote adherence to these policies.
- Identify training needs for all staff and implement appropriate training measures.
- Encourage and facilitate training and good practice by liaison with relevant agencies e.g. County Childcare Committee and National Childcare organisations.
- Maintaining absolute confidentiality at all times in relation to the work of the service.
- Representing and reflecting STDC and the childcare services in a positive manner in all dealings with the general public and agencies.
- Participation in relevant training opportunities as they arise and where appropriate or requested.

The Ideal Candidate

- Will have a minimum of (FETAC) QQI level 6. However, Level 8 is desirable
- Minimum of three years' experience working in a similar environment
- Good communication, organisation and management skills
- Good IT skills
- Experience in administering programmes relevant to childcare services
- Knowledge and awareness of regulations in relation to Early Years services (pre and after school)
- Knowledge and awareness of Health and Safety regulations

Additional Details

- Shortlisting may apply
- STDC is an equal opportunities employer
- The successful applicant(s) will report to the Programme manager
- Garda Vetting will apply

Terms and Conditions

This position is based on a 35-hour working week and 39 weeks per year and is subject to funding being available.

Probationary period

This position is subject to the satisfactory completion of 6 months' probation period. The company may decide to extend this period.

How to Apply

- Applications should be by email only
- All applications should be marked Private and Confidential
- Please apply by providing a cover letter and CV to Maria Devane at mariadevane@stdc.ie

Closing date for receipt of applications is Thursday October 31st at 4 pm