**Cúram Leanaí na Fuiseoige**

**Job Description**

**Childcare and Afterschool Manager**

**Job Title** Childcare and Afterschool Manager

**Reports to**  Centre Manager

**Hours**  37.5 weekly

**Days**  Monday to Friday

**Salary** £26,520 p.a.

**Main Responsibilities:**

* To be responsible for the organisation’s Childcare and Afterschool programmes’ operational management.
* To work with the Centre Manager, Management Committee, Staff, Social Services, other service providers, parents, and children to provide high quality childcare services.
* To manage and develop the programmes’ staff teams that ensures both staff development and programme development.
* To co-ordinate, design and deliver education, early years childcare and afterschool services.

**Main Activities**

**Management**

* To manage the childcare’s operational development: ensuring an integrated service for a diverse range of families and children aged 0-12 years.
* To provide day to day management of a multidisciplinary, interagency staff team including line management and supervision of staff and volunteers; as well as recruitment/selection when appropriate.
* To be responsible for the efficient running of all childcare and afterschool programmes within a quality framework.
* To recommend and implement operational and programme changes with Centre Managers approval.

**Contracts’ Management**

* To work in partnership with senior management to produce accurate and timely reports.
* To manage key SLA contacts for commissioned services.
* To ensure all services meet Social Services day-care minimum standards for children under the ages of 12.

**Compliance**

* To undertake and assign designated officer roles.
* To implement a robust data collection and monitoring system which provides all statutory and in-house monitoring requirements.
* To work with Social Services and statutory bodies and attend relevant childcare meetings.
* To ensure compliance with all policies and procedures, ensuring regular updates in reference to safeguarding, health and safety, equal opportunities, GDPR and communication policies.
* To encourage and support inter-agency working that promotes the needs of children and their families.
* To liaise with external agencies that ensures staff and volunteers understand statutory obligations and professional protocols relating to working within a childcare setting.

**Child Development**

* To ensure a safe, stimulating, suitable and varied programme of play/learning/development opportunities for children aged 0-12.
* To provide bespoke planning schedules which ensures each child works towards their early learning goals.
* To promote the child’s social, physical, intellectual, creative, and emotional development
* To liaise closely with parents/carers, providing appropriate information regarding curriculum development.
* To provide parents/carers with timely reports on their child’s progress
* To encourage parents’ involvement in their child’s social, physical, intellectual, creative, and emotional development.
* To be the champion of childcare best practice.
* To evaluate programmes’ effectiveness on an on-going basis.

**Staff**

* To ensure all staff members’ continuous professional development.
* To be responsible for planning staff leave, annual leave, sick days etc.
* To ensure GDPR compliance in relation to staff and service users’ personal information.
* To undertake any other reasonable duties, in accordance with the organisations aims and objectives.

**Person Specification**

Essential Criteria

Qualifications and experience

* A level 5 qualification in leadership and childcare or equivalent
* Minimum of three years recent experience managing a childcare facility/childrens’ services including business and budgetary management.
* Minimum of five years’ experience working with pre-school children in group based or advisory role.

Knowledge and understanding

* In depth knowledge of minimum standards for the regulation of childcare provision.
* In-depth knowledge of child development.
* An in-depth knowledge of quality standards in early years.
* Proven experience of managing staff.
* Proven experience of recruitment of staff.
* An understanding of staff induction, supervision, and appraisal processes.
* Knowledge and understanding of the importance of quality play for children’s development.
* Knowledge and understanding of the role of parents and carers in children’s development.
* An understanding of issues relating to young children and families.
* In depth experience of dealing with child protection issues and procedures.

Skills and Abilities

* Ability to manage and motivate a staff team and to work on own initiative.
* Well-developed organisational skills including a flexible approach and ability to cope with a changing and varied work load.
* A high standard of written and verbal communication and presentation skills
* Demonstrable IT skills
* A flexible approach to working hours.

Desirable Criteria

* A working knowledge of the Irish language.