



Caisleán Óir, Glinsk Community Childcare is currently seeking an Assistant Manager for our crèche.

Reporting to the Crèche Manager, the successful candidate will form part of a team which provides childcare, pre-school and after-school services to the children that attend our centre. We operate from a modern, purpose-built community crèche in Glinsk Village. We pride ourselves on offering a children first best practice centre with a welcoming atmosphere. We provide both children and staff with a happy 'home from home' environment, full of adventure, love, and education. The Assistant Manager will have responsibility for sharing the management duties, including the day to day running of the crèche, and to lead and inspire the staff team with best practice standards. This is an exciting opportunity for a highly driven, experienced, motivated individual, with a successful track record within the childcare sector.

What we offer:

- Competitive salary
- Support for further education and continuous professional development
- Childcare support

Qualifications and Skills – Candidates must have the following:

A minimum of QQI Level 6 in Childcare or equivalent.

A minimum of 5 years in the childcare field.

2 years in a supervisory role within Childcare.

A strong passion for the needs and development of the individual child.

Garda vetting clearance (if successful)

– 2 validated references

– First Aid, Manual Handling and Child Protection is an advantage

Candidates must be able to demonstrate the following:

Ability to liaise with parents, guardians and families and build parent partnership.

Ability to line manage and supervise staff, supporting their continuous personal development.

Always Communicate effectively in a clear and professional manner.

Manage and project occupancy levels.

Ability to meet targets and deadlines and manage finances within an allocated budget.

Ability to act decisively.



Hold's a full clean driver's licence and be committed to drive the school bus to assist with school drop offs and collections.

In depth knowledge of children's age and stage appropriate needs and development. Dedicated to raising standards in Early Learning and Education and will role model best practice to an outstanding level.

Key Responsibilities of the Position:

To support the Manager and the staff to work in accordance with the policies and procedures of the service and to always ensure best practices within the centre.

To deputise for the manager in their absence.

I.T. Skills (PIP & HIVE /NCS portal knowledge an advantage).

Familiarise, maintain, and update all mandatory regulations as set out by Tusla.

Ability to take responsibility to put in to affect all company policies, procedures, health, and safety/risk assessment as stipulated in the Childcare Regulations 2006.

Helps to maintain and update children's records, financial records, staff records, and history of events of note such as accident and injury, illness, visits, and the signing in and out of children, staff, and parents.

Demonstrate effective People and Business Management skills with the confidence and skills to cover all business aspects of the role.

Ensure the health and safety of the children and staff in our centre are always met.

Promote and maintain positive relationships with all staff & families.

Motivate and support the staff team.

Display kindness, warmth, and responsiveness to the needs of children and parents.

Be prompt and timely.

Ensure rooms are kept clean and organised.

Flexible and willing to substitute when required.

Work as part of a team.

Perform any other reasonable duties that may be assigned from time to time.

**Please email with a letter of application and C.V. to the Manager
glinskchildcare@gmail.com or by 5pm, Friday, January 27th, 2023.**