



Cuan Bhride Community Childcare Centre
Four Mile House, Co Roscommon, F42 W326
Tel: 090 6629844 Email: cuanbhridechildcare@gmail.com

Acting Centre Manager Vacancy (12 Month Fixed Term Contract)

Cuan Bhride Community Childcare Centre are seeking a determined and passionate Acting Centre Manager for our high-quality childcare service. The Acting Centre Manager will oversee and coordinate all aspects of the efficient operation of the service to the highest quality standards.

Main Duties:

The Acting Centre Manager will have a leadership role within the overall Early Learning and Care (ELC) staff team. He/she will be able to demonstrate strong management skills together with excellent communication skills.

- Responsible for the efficient coordination of the daily running of the centre in line with Childcare Preschool Services Regulations and our Services policies and procedures.
- Responsible for ensuring the service is compliant with all DCEDIY national childcare funding programmes
- Work in partnership with other staff, parents, families & outside support agencies and professionals.
- Responsible for ensuring the overall wellbeing and development of the children and staff.
- Liaise with Early Years Educators, AIM/Better Start and support staff on a daily basis to deliver the outlined curriculum and all aspects of their employment.
- Responsible for liaison with the staff team for ensuring that the service is operating to the standards of and adhere to the Childcare (Preschool services) Regulations 2016 and all other relevant legislation and regulations.
- Support the staff team in the implementation of an appropriate curriculum with educational content in line with Siolta the national quality framework and Aistear the national curriculum framework ensuring that the curriculum provided meets the individual needs of all children attending the service.
- Control, Review and manage the financial aspects of the service and prepare business plans as appropriate.
- Communicate and set meeting agendas with the Voluntary Management Committee (VMC).
- Work in partnership with external support agencies, multidisciplinary professionals, parents and families to ensure best outcomes for every child
- Liaise with Roscommon County Childcare Committee who is our services support agency at local county level on behalf of DCEDIY
- Must be able to lead by example and use your own initiative.

Requirements Essential:

- Minimum QQI Level 7 in Early Years Education.
- 1 Years' experience in a similar role.
- Strong work ethic and commitment.
- Experience in a sales or business environment is an advantage.
- Experience in accounting software or proficiency in financial planning tools is an advantage. (training will be provided)

Part-Funded by the Irish Government Subvention Scheme and part-financed by the European Union Structural Funds under the National Development Plan 2007-2013 CHY: Registered Directors: BRENARD KEARNEY, GEORGINA CLARKE, KEELAN BANAHAN, MARK MCCORMACK, GERALDINE HOBAN, EIMEAR HUNT



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Requirements Desirable:

- People management experience.
- Strong MS Office skills.
- Experience in managing budgets and working alongside a voluntary management committee.

Other:

- Hours- Mon to Fri 8am to 5pm/9am to 6pm.
- No weekends, no bank holidays.
- Salary open to discussion based on qualifications and experience.

Garda Vetting is a requirement for this position and short listing will apply. Full Clean Driving License is required.

Our Childcare Service is an equal opportunities employer and acts within the scope of the Employment Act and the Equal Status Act.

To apply send your cover letter and current CV by email to the chairperson at cuanbhridecommittee23@gmail.com

Informal inquiries to: Georgina Ryan 087-2132624

Closing Date: 5pm 9th February 2024

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