

Job Description

We are currently seeking an experienced and dedicated Creche Manager for our service in ABC Childcare Roscommon town.

The Manager will be responsible for the overall management and delivery of a high quality early years service in our full time centre. successful candidates must have:

- * Knowledge and understanding of childcare regulations.
- Excellent Communication and Team Building Skills
- Fluent English Essential
- Excellent interpersonal skills.
- Be Self-Motivated, passionate and professional in their role at all times.

Key Duties and Responsibilities:

- Lead and mentor all staff members while showing them support and guidance when needed.
- Be responsible for the day to day running of a busy full day childcare centre.
- Liaise with parents, guardians and families and build parent partnership
- Follow up with enquiries, organise viewings and new bookings
- Ensure that all company policy and procedures, legislation and statutory guidelines are being fully implemented, monitored, and adhered to liaise with our regional manager to ensure the vision of ABC is the core value evident in all practices within the centre.
- Ensure the creche is always delivering high quality childcare so all children are provided with an enriching experience in a home away from home environment
- To assist in the planning, implementation and documentation of an age-appropriate stimulating weekly curriculum which will enhance the child's natural growth.
- Develop professional relationships with families, children, staff & management

Benefits:

- Company Pension plan
- Our staff have the privilege of working in a personal approach environment.
- On-site training and Continuous Professional Development
- Job Security
- Staff discounted childcare
- Free onsite parking
- Free mentoring and support from our regional manager
- Admin staff to relieve the pressures of admin duties

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday
- No weekends

Education:

- Minimum Full level 6 Award

Experience:

- Working in childcare in a leadership role: 2 years (preferred)

Language:

- Fluent English (required)

Closing Date Friday 5th July

Contact Noeline on abcnoeline@gmail.com