



CROGHAN FAIRY BUSH LIMITED
Invites applications for
CHILDCARE ADMINISTRATOR
Part Time Post

Croghan Fairy Bush requires a part time administrator assisting the Childcare Supervisor. The successful candidate will be responsible for the day to day administration of the childcare facility, which is run by a Voluntary Management Committee.

We are looking for a candidate to have excellent communication, administration and organisational skills with the ability to multitask and prioritise. The Childcare administrator will provide a high standard of administration in the operating of our Early Years and School Age service

The successful candidate must have

- At least 1 year administration experience
- Excellent MS Office knowledge
- Ability to work on their own initiative and as a team player
- Excellent verbal and written communication skills
- Excellent IT skills and report writing
- The ability to multi task, prioritise and work with deadlines

Desirable

- Level 5 in Early Childhood Studies or equivalent
- Business Management, Community Development or equivalent/relevant qualification
- Experience working with and reporting to a Voluntary Management Committee
- Knowledge of TUSLA Early Years Inspectorate, Department of Education Inspectorate
- Knowledge of the Pobal system and funding applications
- Experience in Payroll, Revenue and Human Resources
- Child protection, Manual Handling and Fire and Safety training

Please forward Curriculum Vitae to

Croghan Fairy Bush Limited
Croghan, Boyle, Co Roscommon or by email to croghanfairybush@yahoo.ie.

For further information contact 071 9668400

CROGHAN FAIRY BUSH IS AN EQUAL OPPORTUNITIES EMPLOYER

