



Croghan Fairy Bush Ltd invite applicants for the following post:

After School Assistant

Requirements

- Minimum Childcare FETAC Level 5/6 or equivalent (desirable but not essential)
- Ability to work on own initiative and as part of a team
- Excellent communication skills.
- Term time hours.
- Enjoy working with this age group.
- Would like to make a positive contribution to children.
- Training provided.
- Be part of well established and expanding team.

***All applicants must supply suitable character references and be prepared to complete a Garda vetting application form.**

Applications with CV maybe addressed to the Manager, Croghan fairy Bush Ltd, Carrowmore, Croghan, Boyle, Co Roscommon or by email to croghanfairybush@yahoo.ie

For further information please contact the Manager on 071 9668400

Job Description

Job title	School Age Childcare Co-ordinator
Service	Croghan Fairy Bush CLG.
Reports to	Manager

Overall Purpose of Job

The School Age Childcare Co-ordinator will be responsible for planning and implementing School Age Programmes within Croghan Fairy Bush on a day to day basis. They will provide a safe, stimulating and child centred environment to ensure that all school age children's developmental needs are being met. Partnership with parents and other staff team members is expected. The School Age Childcare Co-ordinator will be accountable to the Manager of Croghan Fairy Bush.

Key areas of work

The responsibilities of the School Age Childcare Co-ordinator include the following:

Welfare & Development of the Child

- Work directly with school age children accessing the service.
- Ensure that all guidelines are being followed in relation to child protection concerns.
- Understand the role and function of the child protection Designated Person.
- The School Age Childcare Co-ordinator in conjunction with other staff should formulate a daily routine for the children.
- Ensure the appropriate curriculum is being implemented as planned, as determined by Croghan Fairy Bush.
- The School Age Childcare Co-ordinator should ensure that the room(s) is set up before each session and tidied up at the end in accordance with daily routine plans and activities. This may be done through delegation and teamwork.
- Ensure a file is kept on each child including details such as contact details for parents/guardians, medical issues, allergies, dietary requirements and any other relevant information. A separate file should be kept on child observations regarding child's development, behaviour and progress.
- Ensure that the principle of confidentiality is fully observed in relation to any personal details regarding children, service users, etc.
- All children's files are confidential and should be stored in a locked file.
- Work with management and other staff to continuously aim to improve the quality of the service.
- Any other duties that may be assigned by the management.

Administration

- Ensure that regular observations are carried out on each child, appropriate notes are kept and parents are updated regarding same.

Health & Safety

- Work with the Manager to ensure that the service is operating to the standard and above of the relevant regulations.

Job Description

- Ensure that the first aid box is always fully stocked and accessible.
- Be aware of the Health and Safety at Work Act, the Safety Statement and its contents
- Ensure that the environment is safe and free from hazardous conditions for both the children and other staff members.
- Ensure that management is informed of possible health and safety concerns for them to rectify.

Communication

- Ensure parents are updated regarding child's progress.
- Ensure parents are fully informed of services policies and any developments.
- Participate in support and supervision with manager or member of management committee as requested.

Signed By :

Signed by Manager :

Date :