**BALLYBEEN WOMEN’S CENTRE EARLY YEARS FACILITIES**

**Job Title:** Pre-school Early Years Officer/Early Years Officer (Maternity Cover)

**Responsible to:** Early Years Manager

**Status of Post:** Hours: 35

**Job summary:** To be responsible for the care and education for the under five’s in the Early Years Facilities of the Ballybeen Women’s Centre.

**Job Responsibilities:**

* To work as part of a team to develop and maintain a suitable programme of activities, which meet the needs of the children in the early year’s facilities and which apply with the DENI Pre-school curriculum.
* Have the ability to work on one’s own initiative to ensure that the programmes are properly implemented.
* Encourage and support children to become involved in the programme of activities through one’s own active participation.
* Be aware of the individual child’s needs and level of development to ensure that each child gets the most out of the programme.
* Ensure that there is sufficient stock of equipment and resources and that the stock is well maintained. Maintain and update inventory list and where necessary order equipment.
* Ensure that all work rotas are adhered to.
* Carry out administrative duties relating to: the DENI Pre-school Curriculum requirements in respect of each child i.e. completion of observation and transfer sheets; and Social Services.
* Communicate regularly with parents regarding the needs and progress of their child/ren and be responsible for liaising with professionals such as Social Workers Early Years Specialist, Education Psychologists Community Nurse and Health Visitor as and when appropriate.
* Assist with the organisation and implementation of fundraising activities.
* Participate in staff training where appropriate.
* To help devise and implement actions plans for improvements, changes and progression in the environment.
* To adhere to actions plans prepared by the Early Years Manager.
* Play an active role in ensuring that all records required by Social Services, DHSS, Fire Authority and Early Years Advisor are maintained and kept up to date.
* To work with the Facility Leader and Early Years Manager in developing specialist work to address future developments.
* Deal with any complaints/concerns from parents in the first instance. Where necessary refer to the Early Years Manager/Director.
* To work as part of a team to offer additional support and to monitor selected situations that may occur, governing children with specialist needs.
* To work with the Early Years Specialist adhering to the evaluation process for the pre-school practice.
* Carry out any other duties as the Early Years Manager sees fit.