

Cúram Leanaí na Faiseoige
Job Description
Early Years Co-Ordinator

Job Title	Early Years Co-Ordinator
Reports to	Centre Manager
Hours	37.5 weekly
Opening Hours	Monday to Friday, 8am – 6pm
Salary	£30,559 - £32,654, depending on experience

Main Responsibilities:

- To be responsible for the Centre's Early Years and afterschool programmes' operational management.
- To work with the Centre Manager, management committee, staff, Social Services, other service providers, parents, and children to provide high quality childcare services.
- To manage and develop the programmes' staff teams that ensures both staff development and programme development.
- To lead and design in house training to meet the needs as identified.

Main Activities

Management

- To manage the early years operational development within a quality framework, ensuring an integrated service for a diverse range of families and children aged 0- 11 years.
- To provide day-to-day line management and supervision of staff and volunteers.
- To engage in self-evaluation of current service delivery and implement considered change in conjunction with the Centre Manager.

Compliance

- To ensure all services meet Social Services day-care minimum standards for children under the ages of 12.
- To undertake and assign designated officer roles.
- To implement a robust data collection and monitoring system which provides all statutory and in-house monitoring requirements.
- To work with Social Services and statutory bodies and attend relevant childcare meetings
- To ensure compliance with all policies and procedures; ensuring regular updates in reference to safeguarding, health and safety, equal opportunities, GDPR and communication policies.
- To encourage and support inter-agency working that promotes the needs of children and their families.
- To liaise with external agencies that ensures staff and volunteers understand statutory obligations and professional protocols relating to working within a childcare setting.

Child Development

- To ensure a safe, stimulating, suitable and varied programme of play/learning/development opportunities for children aged 0-11.

- To work with the staff to develop planning schedules which ensures each child works towards their early learning goals.
- To promote the child's social, physical, intellectual, creative, and emotional development
- To be the champion of early years best practice.
- To evaluate programmes' effectiveness on an on-going basis.

Staff

- To be responsible for personnel administration and record keeping.
- To conduct staff supervisions, identify training gaps and access professional development where necessary. To ensure all staff members' continuous professional development.
- To ensure GDPR compliance in relation to staff personal information.
- To undertake any other reasonable duties, in accordance with the organisations aims and objectives.

Person Specification

Essential Criteria

Qualifications and Experience

- A level 5 qualification in Leadership and Childcare or equivalent, or a degree in a relevant subject.
- Minimum of one year's recent experience managing a childcare facility/children's services.
- Minimum of five years' experience working with pre-school children in group based or advisory role.

Knowledge and Understanding

- Knowledge of minimum standards for the regulation of childcare provision.
- Proven experience of managing staff - staff induction, supervision, and appraisal processes.
- Knowledge and understanding of the importance of quality play for children's development.
- Experience of dealing with child protection issues and procedures.

Skills and Abilities

- Ability to manage and motivate a staff team and to work on own initiative.
- Demonstrable IT skills.
- A flexible approach to working hours.

Desirable Criteria

- A working knowledge of the Irish language.