

# SENIOR EARLY YEARS EDUCATOR/SERVICE MANAGER

## Job Description - Roles and Responsibilities

**Role:** SENIOR EARLY YEARS EDUCATOR/SERVICE MANAGER

**Employer:** Roscommon Leader Partnership Company

**Location:** Emergency Reception and Orientation Centre, Ballaghaderreen

**Hours of Work:** 20 hours per week (*Flexibility will be required as this may increase with onsite service demand*)

**Contract Duration:** Fixed term contract which may be extended subject to funding and satisfactory work performance.

### **Overall Purpose of Job:**

The Senior Early Years Educator/Service Manager will participate in the development, planning, and delivery of the daily operational running of the early years' service in line with the Childcare Act 1991 (Early Years Services) Regulations (2016) thus ensuring the health Welfare and development of the child is paramount at all times. He/she will work in accordance to the services policies & procedures and practices. Partnership with the early year's team, parents, families and outside support agencies and professionals is paramount throughout this role.

1. To Report to Management Committee/Interagency group on a monthly basis, attend & participate in support and supervision meetings with line management
2. To form and forge strong relationships with outside agencies for example Roscommon County Childcare Committee, Tusla, Pre School Inspection Team and the Management of the Emergency Reception Orientation Centre. This list is not exhaustive
3. Complete all child registrations on the Programme Implementation Platform and maintain all up to date records in line with contractual agreements with Pobal and the Department of Children and Youth Affairs
4. Communicate effectively with all families in relation to their children's development and interests
5. To ensure all practices, policies and procedures and curriculum are in line with the Childcare Act 1991 (Early Years Services) Regulations (2016), The National Quality Framework Siolta (2006), The National Curriculum Framework Aistear (2009) and the Aistear Siolta Practice Guide
6. To assume overall responsibility for a quality of early years' provision, including physical, emotional, social and intellectual education and care for children in the onsite service
7. To lead and implement an inclusive practice relating to Diversity, Equality and Inclusion throughout the onsite Early Years' Service
8. To support and mentor other members of the service's early year's team in the skills and behaviours that safeguard and promote positive outcomes for all children within the onsite service
9. Communicating and working in partnership with families and outside agencies that are charged with supporting the children and families of the onsite service in Co. Roscommon
10. Contribute to the work of a multi-professional team and, where appropriate, coordinate and implement agreed programmes and interventions in line with the ethos of the interagency group
11. A working knowledge of how the various influences and transitions experienced by a child from both inside and outside the setting can affect the development of the child
12. A working knowledge of working with Children that have English as a second language
13. Ensure that the confidentiality is fully observed in relation to the overall service and stakeholders
14. Attend CPD events as requested by you Manager/Voluntary Management Committee
15. Any other duties that may be assigned your Management.

**This job description may be reviewed, updated and/or amended from time to time in line with the ongoing needs of the service.**

### **Person Specification:**

The post requires that there is a willingness to take direction from the interagency group of Roscommon LEADER Partnership, Roscommon County Childcare Committee and Tusla.

#### **Essential:**

- Applicants should possess a minimum of a nationally recognised third level qualification (level 7 or higher on the national framework of qualifications) in early childhood care and education.
- Ability to work on own initiative as well as part of a team with flexibility as required by interagency group to ongoing change in work practices. You need to be a dynamic individual with plenty of initiative and drive and be committed to supporting the individual needs of the child.

#### **Desirable:**

- Experience in a Manager/ Leadership role within the early year's sector
- Current First Aid certification
- Children First/Child Protection certification
- Thorough knowledge of current government policy, national childcare funding programmes and Tusla childcare regulations
- Experience in identifying quality practice in the early year's sector and supporting practice through current legislation, Aistear, Siolta and good practice guidelines
- An understanding of the regulatory framework that services must operate within and the quality frameworks that services are now expected to meet
- Have excellent organisational skills and an ability to undertake work requiring accuracy and attention to detail
- Excellent IT and administrative abilities, including experience in report writing, use of Microsoft Word, Excel & Access Data etc.
- Have proficient administrative ability with experience in writing progress reports and meeting deadlines
- Excellent organisational and presentation skills
- Excellent interpersonal communications skills and an ability to work closely with a broad range of stakeholders including, service providers, educators, statutory and voluntary bodies
- Have a full clean driving licence and use of car with class 2 business insurance
- Good command of English (i.e. grammar, spelling and sentence construction)
- Ability to work on own initiative as well as part of a team with flexibility to ongoing change in work practices
- Confidentiality and a good team player
- You need to be a dynamic individual with plenty of initiative and drive and open to change
- Have previously worked for a Voluntary Management Committee.

#### **In addition:**

- Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular & efficient service
- The successful candidate will be required to complete a medical and be Garda Vetted
- References will be sought prior to offer of employment.



**Roscommon County  
Childcare  
Committee CLG**

