



Job Description

Deputy Manager - The Growing Tree Childcare Services, Ballaghaderreen.

Overall Purpose of the Role

The Deputy Manager will support the Manager in the effective day-to-day operation of the early years' service, ensuring that the highest standards of care, education, safeguarding, and professional practice are consistently maintained.

The Deputy Manager will play a key role in providing leadership and support to the early years team, developing positive relationships with children and families, working collaboratively with external agencies and professionals, and ensuring that the service operates in full compliance with all relevant legislation, regulations, quality frameworks, policies, and procedures.

The postholder will contribute to the planning, development, and delivery of the service in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016, with the health, safety, welfare, inclusion, and development of every child at the centre of all practice.

The Deputy Manager will work closely with the Manager, early years team, parents and families, external support agencies, and other professionals, while actively promoting the ethos of Childcare & Family Support within The Growing Tree Project.

Key Responsibilities:

Leadership, Reporting and Supervision:

- Support the Manager in the effective management and daily operation of the early years' service whilst promoting a positive, supportive and professional team environment.
- Report to the Manager on a daily basis and provide relevant reports to the Management Committee and Interagency Groups on a monthly basis.
- Attend and actively participate in regular supervision, support, and performance meetings with line management.
- Assist the Manager in ensuring the smooth and effective running of the service in their absence, as required.

Partnership and External Relations:

- Establish and maintain strong, positive working relationships with relevant external agencies and stakeholders

- Liaise with organisations including, but not limited to, Roscommon County Childcare Committee, Tusla, the Preschool Inspection Team, and the management of the Emergency Reception Orientation Centre.
- Represent the service professionally when engaging with external agencies, professionals, and partner organisations.
- Support effective communication and partnership working across all areas of the service.

Administration and Compliance:

- Ensure that all child registrations are completed accurately on the Programme Implementation Platform.
- Maintain accurate, confidential, and up-to-date records in accordance with contractual requirements and relevant Departmental and funding requirements.
- Support the Manager in ensuring that all administrative systems and records meet regulatory, contractual, and organisational standards.
- Ensure that policies, procedures, and documentation are implemented and maintained appropriately.
- Work closely with the Human Resources department to ensure all HR

Family Engagement and Communication:

- Develop positive, respectful, and professional relationships with parents, guardians, and families.
- Communicate effectively with families regarding children's development, interests, wellbeing, and progress.
- Promote a welcoming, inclusive, and family-centred environment.
- Respond appropriately and sensitively to the needs, concerns, and queries of families.
- Encourage meaningful parental involvement in children's learning and development.

Regulatory and Curriculum Standards:

- Ensure that the service's practices, policies, procedures, and curriculum are consistent with relevant legislation and national quality and curriculum frameworks, including:
- Child Care Act 1991 (Early Years Services) Regulations 2016
- Síolta: The National Quality Framework for Early Childhood Education (2006)
- Aistear: The National Curriculum Framework for Early Childhood Education (2009)
- Aistear Síolta Practice Guide
- Support the implementation and ongoing review of high-quality early years practice.
- Ensure that the health, safety, welfare, learning, and development of children remain central to all aspects of service provision.
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Quality Provision and Inclusive Practice:

- Take responsibility, alongside the Manager, for maintaining and continuously improving the quality of early years provision.
- Promote high standards of physical, emotional, social, and intellectual care and education.
- Lead and promote inclusive practice based on the principles of Diversity, Equality and Inclusion (DEI).
- Ensure that children's individual needs, identities, cultures, abilities, and experiences are respected and appropriately supported.
- Promote a safe, nurturing, stimulating, and child-centred learning environment

Team Support, Mentoring and Professional Development:

- Support, guide, and mentor members of the early years team.
- Promote safeguarding and positive outcomes for all children.
- Encourage professional development, reflective practice, teamwork, and continuous improvement.
- Support staff in maintaining high standards of professional practice.
- Identify and communicate training and development needs to the Manager.
- Contribute to a positive workplace culture based on respect, collaboration, and professional accountability.

Interagency Collaboration:

- Communicate and collaborate effectively with families, external agencies, and professionals involved in supporting children and families.
- Contribute to the work of a multi-professional and interagency team.
- Coordinate and support agreed programmes, interventions, and initiatives in accordance with the needs of children and families.
- Ensure that information is shared appropriately, professionally, and in accordance with confidentiality and data protection requirements.

Child Development and Inclusive Practice:

- Demonstrate a sound working knowledge of child development and the factors, experiences, and transitions that may influence children's development and wellbeing.
- Recognise and respond appropriately to individual children's needs.
- Demonstrate knowledge, understanding, and experience of working with children for whom English is an additional language.
- Promote practices that support children's emotional wellbeing, participation, communication, learning, and development.

Safeguarding, Confidentiality and Professionalism:

- Promote and uphold the safeguarding and welfare of all children attending the service and ensure any issues are dealt with appropriately and reported in accordance with service procedures.
- Ensure that confidentiality is maintained at all times in relation to children, families, staff, and the organisation.
- Handle sensitive information appropriately and in accordance with organisational policies and relevant legislation.
- Maintain professional standards of conduct in all interactions with children, families, colleagues, and external professionals.

Continuous Professional Development:

- Participate in relevant training and Continuing Professional Development (CPD) opportunities.
- Attend CPD events, training, meetings, and other professional development activities as requested by the Manager or Voluntary Management Committee.
- Maintain and develop professional knowledge and skills relevant to the role

Other Duties:

- Undertake any other reasonable duties as assigned by the Manager or Voluntary Management Committee.
- Contribute flexibly to the ongoing development and delivery of the service in response to the needs of children, families, staff, and the wider organisation.

Confidentiality

The Deputy Manager is required to maintain strict confidentiality at all times in relation to service users, children, families, staff, management, and the centre.

All information must be handled professionally and in accordance with organisational policies, procedures, and relevant legislation.

General Note

This job description is intended to provide an overview of the main duties and responsibilities of the Deputy Manager. It is not exhaustive and may be reviewed, updated, or amended from time to time to reflect the ongoing development and operational needs of all The Growing Tree childcare services. The postholder is expected to carry out all duties in a manner that promotes the health, safety, welfare, dignity, inclusion, and positive development of every child and family accessing the service.



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Government of Ireland

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



**Roscommon County
Childcare
Committee CLG**