

Job Description

Job Title: Co-Ordinator of Smart Lights Childcare Facility
Role: Responsible for the overall management of the facility
Reports to: The Management Committee

Duties and Responsibilities

- Planning the daily activities of the service together with the staff.
- Assisting the committee in allocating childcare places.
- To deal respectfully with the client group and inform the Management Committee of any important issues that has arisen in your dealings with them.
- Ensuring that all relevant records as required in meeting relevant legislation and regulations N.C.C.A. and SÍOLTA (The National Quality Framework for Early Childhood Education) are maintained to a high and professional standard.
- Ensuring the overall safety and well being of all the children attending the childcare centre.
- Ensuring a good standard of hygiene within the childcare centre.
- Ensuring that all equipment is well maintained and safe to use.
- Supporting and managing the staff and volunteers on a day-to-day basis.
- Supporting and assisting parents using the childcare centre with their childcare needs.
- Organising fire drill and practising it regularly.
- Liaising with the Committee on a regular basis.
- Keeping abreast of developments in childcare policy and providing any relevant information to the wider team.
- Communicating with parents on matters relating to their children and the operation of the centre.
- Preparing reports as required by the Management Committee.
- Attending meetings when required.
- Attending relevant training.
- Performing other duties as required.

Personal Specifications

- A Childcare Qualification.
- Minimum of two years experience in a childcare setting.
- Managerial/Supervisory skills/ experience.
- Good communications skills.
- Knowledge of basic bookkeeping.
- IT skills.
- Knowledge of relevant legislation and regulations N.C.C.A. and SÍOLTA (The National Quality Framework for Early Childhood Education), which needs to be adhered to run a high quality childcare service.