

ADVERT ID 136528

## Manager

### Teach na nOg Preschool

Caislean an Dinigh Carrig-on-Bannow

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Pre-School  
**Date Posted:** Fri Jun 19 2020 12:54:51  
**Application Closing Date:** Fri Jul 3 2020  
**Commencement Date:** Mon Aug 10 2020  
**Status of Post:** Permanent Part-Time

#### SCHOOL DETAILS

**School Structure:** Pre-School  
**Total Number of Staff:** 5

#### POST DETAILS

##### Additional Information:

Teach na nOg Pre-School is a community based pre-school that provides a sessional pre-school service.

This is an exciting opportunity for someone who is looking to progress their career in the field of childcare management.

This role is for 25-30 hours per week over a 44 week period. A competitive rate is being offered.

##### Job Summary:

Maintain communication and adhere to policies/procedures with all stakeholders (committee/tusla/pobal etc)

Ensure rosters & staffing of the centre are well organised.

Meet with parents of prospective children and carry out viewings to determine whether the preschool is a good fit for the child and family.

Oversee the daily running of the centre; including but not limited to reviewing daily programmes, observations, staff performance and administration duties.

Ensure operation within the centre policies and procedures along with ratio, legislation & any regulations requirements. Ensure any reporting requirements are monitored, maintained and completed on time.

Implement any necessary programmes, systems and operational processes to ensure the successful running of the centre.

Ability to keep an organised system throughout the centre including paperwork, staffing, queries and rooms.

Adhere to Quality Management Procedures, TUSLA Pre-School Regulations.

Maintain a professional approach to dealing with parents and fellow workers.

Lead, coach and develop a highly functioning team of educators.

Develop positive and open professional relationships with families, children and staff.

Provide effective support, guidance & mentoring to staff members  
 Required Education, Skills and Qualifications.

A minimum of 3 years' experience in childcare.

Hold a minimum of Level 6 in Childcare.

Ability to keep an organised system throughout the preschool including paperwork, staffing, queries and rooms.

Adhere to Quality Management Procedures, Pre-School Regulations.

Professional approach to dealing with parents and fellow workers.

Ability to work as part of a team.

Great personal and interactive skills are a must.

Competent computer literacy.  
Enthusiastic and open to learning new skills.  
Proficient in oral and written English.

#### APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter
- References

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [teachnanog@gmail.com](mailto:teachnanog@gmail.com)  
**County:** Wexford  
**Enquiries To:** [teachnanog@gmail.com](mailto:teachnanog@gmail.com)  
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