

ADVERT ID 236743

Manager

Villierstown Montessori School

Villierstown Cappoquin P51 H7XP



MAIN DETAILS

Status: Active
Level: Pre-School
Date Posted: Thu Jun 5 2025
Application Closing Date: Fri Jun 27 2025
Commencement Date: Mon Aug 4 2025
Status of Post: Permanent Full Time

SCHOOL DETAILS

School Structure: Montessori
Associated Professional Body: ECI
Total Number of Staff: 6
Current Enrolment: 70

POST DETAILS

Additional Information:
 Montessori School Manager in West Waterford

HIRING FOR AUGUST 2025

We are a Montessori School based in Villierstown, West Waterford, currently recruiting for a full-time Manager working on the floor on a daily basis.

The successful candidate will oversee all aspects of the Montessori preschool and School Aged Childcare services, ensuring its smooth operation, and providing leadership and support to the staff and children. The successful candidate will be responsible for implementing the Montessori philosophy, ensuring compliance with regulations, and fostering a positive learning environment.

This position will suit someone who is passionate about introducing the world to our children through the Montessori environment. We seek someone who is knowledgeable of the Montessori philosophy and curriculum, who is a passionate educator and who will work to provide a safe, secure and healthy learning environment for our preschool and School Aged children.

School Details:
 School Structure: Early Learning Centre
 Associated Professional Body: Early Childhood Ireland
 Total Number of Staff: 6
 Current Enrolment: 40 ECCE & 30 SAC

Key Duties & Responsibilities:

- **Leadership and Management:**
 Providing leadership, direction, and coordination for the Montessori program, ensuring it aligns with the Montessori philosophy
- **Staff Supervision and Development:**
 Supervising and supporting staff, encouraging professional development opportunities, and

managing their performance.

- **Curriculum Implementation:**

Overseeing the planning, implementation, and review of the Montessori curriculum, ensuring it meets the individual and group needs of the children.

- **Regulatory Compliance:**

Ensuring compliance with all relevant regulations, including Pobal, Tusla & DES

- **Communication:**

Maintaining strong communication with parents and the wider community.

- **Quality Assurance:**

Regularly assessing and evaluating the quality of the service and identifying areas for improvement.

- **Student Support:**

Supporting students in developing practical life skills, social skills, and independence through hands-on activities.

- **Administrative Tasks:**

Managing administrative tasks, such as record-keeping, reporting, and maintaining student files. (The service employs a secretary to complete remaining administrative tasks)

Key Requirements:

Essential:

- Level 8 qualification in Early Years Education
- Qualification, training, experience in the Montessori method

Desired:

- Linc (Leadership for Inclusion in the Early Years) qualification

Other Requirements:

- 40-hour, in-person, work week, Monday to Friday
- Experience as a Room Leader in an Early Years Education setting
- Excellent Communication, Organisation and Interpersonal Skills
- Own transport required

Benefits:

- Competitive Salary (discussed at Interview Stage)
- Continuous Professional Development provided

To Apply:

Please e-mail a Cover Letter and CV to admin@villierstown.ie

Application Closing Date:

Friday, June 27th, 2025

APPLICATION REQUIREMENTS

- Covering Letter
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: admin@villierstown.ie

County: Waterford

Enquiries To: admin@villierstown.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.