



Westmeath Community Development

Job Description: Afterschool Manager

[Fixed Term Contract]

Westmeath Community Development (WCD) is recruiting for an Afterschool Manager to manage its Afterschool Centres in Athlone & Mullingar. The candidate will be required to:

Management

- Administer and manage the service in current 6 (and any future) centres, in line with policies and procedures developed
- Ensure each centre implements a quality curriculum linking into Aistear, the Early Childhood Curriculum Framework, Síolta [the National Quality Framework for Early Childhood Education]
- Ensure that revenue from Childcare subvention schemes and various grants is used efficiently and in line with the annual budget
- Undertake appropriate reviews of the service and prepare reports for Management and relevant funding organisations

People management/Team leadership

- Manage a team of currently up to 15 Afterschool workers
- Co-ordinate recruitment, induction and appraisal requirements for staff
- Ensure training needs are up to date for all staff i.e. child protection, first aid, fire safety, manual handling etc.
- Ongoing support and training of Community Employment participants (and other employment schemes), student work placements and volunteers in their role as childcare assistants

Compliance & Reporting

- Maintain all childcare records of current and former children in line with legal requirements on relevant CRM systems
- Maintain a risk register for the operational provision of the Afterschool service
- Ensure full compliance with Pobal and Tusla and related portal systems
- Implement the Quality and Regulatory Framework (QRF) and associated recommendations following a Tusla inspection
- Regularly update, review and implement all WCD Afterschool service policies and procedures (including but not exclusive to child protection, health & safety, fee collection), and all associated admin documentations for registrations and attendance of all children
- Act as the Designated Liaison Person (DLP) as per Tusla Policy
- Maintain compliance with General Data Protection Regulation (GDPR)

General

- Network and attend relevant training with Westmeath County Childcare Committee, Pobal, Department of Children & Youth Affairs and Tusla and other agencies as required



- Liaise with lead workers in each centre on a regular basis with any issues arising from centre-based team meetings, and any issues arising from staff, parents and children
- Ensure high standards of care at the centre, ensuring utilities, building, and equipment are maintained and regularly serviced i.e. fire equipment etc.
- Responsible for the overall health & safety / fire safety procedures for each centre [including fire drills, hygiene standards etc.]
- Occasionally provide cover in centres during periods of leave
- Perform any other reasonable duties that may be assigned from time to time.

Person Specification

Essential

- Third level (Level 7+) in Childcare and Education or equivalent
- A minimum of 3 years' experience in a similar role
- Strong team leadership and people management skills
- Comprehensive knowledge of relevant legislation and regulations
- Excellent programme management and communication skills
- Strong organisational and administrative skills, with excellent report writing skills
- Strong IT skills including MS Word, Excel, PowerPoint and an overview of CRM Systems
- Proven ability to manage own time, set priorities, plan and organise work to meet timelines
- Be highly motivated and a self-starter
- Access to use of a car

Terms of Appointment

- 1-year Fixed Term Contract initially
- Hours of Work: 35 hours per week (generally 10am-6pm daily)
- Salary range: €40,402.25-€44,060.24 (depending on qualifications & experience)
- Reporting directly to CEO



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

