



Westmeath Community Development

Job Description: Childcare worker [Fixed Term contract]

Westmeath Community Development (WCD) is recruiting for a Childcare worker for one of its Afterschool Centres in Athlone.

Key Areas of Work

- Responsible for the day to day running of the Afterschool Service including:
 - Accompanying children to and from school and any other relevant venue or activities
 - Supervising homework activities
 - Providing meals to children
 - Collecting fees from parents
 - Ensuring a high standard of hygiene in the Afterschool centre
- Ensure that child protection procedures are adhered to and advise Lead Childcare worker regarding any concerns about a child
- Ensure the overall safety and well-being of children
- Maintain strict confidentiality regarding children and their families
- Support Lead Childcare worker with registrations/allocation of places/providing progress updates to parents/maintaining attendance records
- Contribute to the planning of daily age appropriate activities of the Afterschool service including the development and implementation of a quality curriculum
- Maintain room and equipment to ensure the health and safety of children at all times
- Assist the Lead Childcare worker to implement the Quality and Regulatory Framework (QRF) and associated recommendations following a Tusla inspection
- Assist the Lead Childcare worker & Afterschool Manager to regularly update, review, and implement all WCD Afterschool service policies and procedures (including but not exclusive to child protection, health & safety, GDPR, fire safety, fee collection)
- Attend and engage in weekly staff meetings and undergo training as required
- Perform other reasonable and relevant duties as may be assigned from time to time and as prescribed by regulations.



Person Specification

Essential

- Qualification in Childcare [minimum Level 5]
- A minimum of 1-year experience in a childcare setting
- Ability to work as part of a team
- Kindness, warmth and responsiveness to children
- Good communication & relating skills with children, staff and parents
- Good knowledge of relevant legislation and regulations
- Highly motivated and observant in all areas of childcare
- Good IT skills

Desirable

- FETAC Level 5 in Occupational First Aid

Terms of Appointment

- Fixed Term contract until August 2024
- Hours of Work: 20 hours per week
- Salary: €15.71/hour
- Reporting directly to Lead Childcare worker
- Please note that the successful applicant may be appointed to any of the Afterschool centres in Athlone



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



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