



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. There are currently 6 centres, each of which has a Lead Childcare worker who takes responsibility for the day-to-day running of the centres. The Afterschool manager will work closely with the Lead Childcare workers to ensure efficient and effective operations of the Afterschool service.

The successful candidate will be required to:

Management

- Manage the Afterschool service in currently 6 (and any future) centres, in line with policies and procedures
- 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 as required

People management/Team leadership

- Manage a team of currently up to 16 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.
- Work closely with Employment programme supervisors (CE/Tus) to support Employment scheme participants, as well as student work placements 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 requirements
- 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
- Perform any other reasonable duties that may be assigned from time to time.

Person Specification

Essential

- Third level (Level 7+) in Childcare, 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



Childcare
Committees
Ireland



pobal
government supporting communities