



Westmeath Community Development

Job Description: Lead Childcare Worker

Westmeath Community Development (WCD) is recruiting for a Lead Childcare worker (x 3 posts) for its newly established Afterschool services in the Castlepollard, Gainestown & Mullingar areas.

Key Areas of Work

The candidate will be required to:

- Plan and lead daily age appropriate activities for After School service including developing and implementing a quality curriculum linking into Aistear, the Early Childhood Curriculum Framework, Síolta [the National Quality Framework for Early Childhood Education].
- Lead a team of childcare workers, providing day-to-day oversight and guidance.
- Ensure the overall safety and well-being of children in the Afterschool service.
- Maintain strict confidentiality regarding children and their families.
- Assist the Childcare Manager to implement the Quality and Regulatory Framework (QRF) and associated recommendations following a Tusla inspection.
- Assist the Childcare Manager to update and maintain full compliance with Pobal and Tusla and related portal systems.
- Assist the Childcare Manager to regularly update, review, approve and implement all WCD Childcare Services 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.
- Assist the Childcare Manager in identifying training needs for staff i.e. child protection, first aid, fire safety, manual handling etc.
- Assist the Childcare Manager to maintain compliance with General Data Protection Regulation (GDPR).
- Attend relevant training with Westmeath County Childcare Committee, Pobal, Department of Children & Youth Affairs and TUSLA and other training agencies in the childcare field as requested by management.
- Liaising with Childcare Manager on a regular basis with any issues arising from centre-based team meetings, and any issues arising from staff, parents and children.
- Ensure a high standard of hygiene and all equipment is well maintained and safe to use.



- Ensure that regular fire drills are carried out, to include recordings, recommendations, dates and times.
- Ongoing support and training of Community Employment participants, students and volunteers in their role as childcare assistants on a day to day basis.

Person Specification

Essential

- Qualification in Childcare [minimum Level 6] or other relevant qualification
- A minimum of 3 years' experience in a childcare or other similar setting
- Excellent communication skills and knowledge of relevant legislation and regulations
- Experience in a team leadership role
- Excellent report writing skills and attention to detail
- Proficient in MS packages e.g., Word, Excel, Outlook
- 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
- Hours of Work: 20 hours per week
- Salary: €356.80 weekly
- Reporting directly to Childcare Manager



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

