



South Tipperary Development CLG

South Tipperary Development Company (STDC) has been involved in delivering Early Years Services to families living in the Ballylynch community, Carrick-on-Suir for almost 20 years. These services are provided through our Little Orchard Pre-School; Under the Tree After School and through supports for children and their families under our Social Inclusion Programme.

STDC believe that every child is entitled to equality of opportunity to learn and develop. Our aim is to help children progress and reach their potential. We strive to achieve this through providing a quality, high standard learning experience for the children and by offering multifaceted interventions and supports that meet the needs of their parents and extended families .

To help us to achieve our aim, STDC wishes to recruit an:

Early Years Manager

Based in Ballylynch, Carrick on Suir, the role of the Early Years Manager will be to support the learning and development of the children in our childcare settings, ensure that the child's individual needs are met, foster a positive relationship with the parents and collaborate with community organisations and agencies to enhance services for the children, their parents and families.

Successful applicants will have a minimum of level 7 but ideally level 8 in Early Childhood Care and Education, have a proven track record in working with children (minimum of 3 years in a senior role in an Early Years setting), have experience in managing and inspiring a team.

Reporting to the Social Inclusion Programme Manager, the role and responsibilities of the Early Years Manger will include:

- manage and oversee the Early Years Services (Pre and After School), which includes having a direct involvement in service provision.
- provide support and supervision to childcare staff.
- ensure that each child receives the required supports and resources to reach their full potential.



- facilitate a positive learning environment within both the pre-school and after school services.
- ensure confidentiality and professionalism in all lines of communication.
- develop and implement future plans for the service which incorporate the needs of the children and their families and encourages parents to become more involved in their child's learning.
- through regular interaction and engagement with parents, identify those that may need more intense, ongoing holistic wrap around supports. Liaise with and collaborate with local organisations and agencies that may be able to provide the supports and interventions needed by the parents and families.
- ensure the delivery of policies, procedures, health and safety / risk assessments / risk register as stipulated in the Childcare Regulations.
- ensure that all rooms, the utilities, building, and equipment is maintained well.
- act as the Designated Liaison Person (DLP) as per Túsla Policy.
- manage and oversee the administration and record keeping processes as required by funders and management authorities e.g. Pobal and HSE, etc.
- 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 the Management as required.
- identify any additional requirements of the service and apply for any relevant grant funding.
- maintain a positive and professional working relationship with the Childcare Team, families, the local community, Line Manager; Management Team and CEO.

Other requirements

- A child centred communicator with an inclusive approach to childcare and family support work and a thorough knowledge of child development and its application to practice.
- A comprehensive knowledge of Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016 and (Registration of School Age Services) Regulations 2018.
- An understanding and knowledge of the National Quality Framework.
- Strong communication skills
- Be able to demonstrate an understanding of the effects of disadvantage on children and early learning and the importance the role of the family in early learning.
- Strong organisational and administrative skills
- Strong IT skills including MS Word, Excel, PowerPoint and an overview of CRM Systems
- The ability to work on own initiative and within a team.

Why work for South Tipperary Development Company?

We offer:

- A Full-time, Permanent contract
- A competitive remuneration package
- 25 days annual leave
- Access to the Company Pension Scheme
- Access to Continuous Professional Development
- Good work life balance - General hours of Work – Monday to Friday (9am – 5pm)

TO APPLY

Candidates should send a completed Application Form to recruitment@stdc.ie

An application form can be downloaded from www.stdc.ie, alternatively, phone 052 7442652 and a copy of the application form can be emailed to you.

Applications should be submitted by email **only**. Application forms should be marked "Private and Confidential - Early Years Manager" and emailed to recruitment@stdc.ie

Closing date for receipt of applications is close of business on Wednesday, 26th July 2023.

Interviews will be held on Tuesday, 1st August 2023 in Cahir.

- South Tipperary Development Company is an equal Opportunities Employer
- Shortlisting of candidates may apply
- Garda vetting applies