



The Growing Tree childcare facility in Ballaghaderreen is currently recruiting for the post of:

Deputy Manager

Deputy Manager – Early Year Setting

Location: Ballaghaderreen, County Roscommon

Employer: Roscommon Integrated Development Company (RIDC)

Job Type: Full-Time, 35 hours per week

Salary: Salary negotiable, depending on experience

Closing Date: 1pm, 17th September 2025

Are you a passionate and experienced early years professional ready to take the next step in your career? We are currently seeking a **DEPUTY MANAGER** to join our committed team and help lead a high-quality childcare service where children and families are at the heart of everything we do.

Overall Purpose of the Role:

The Deputy Manager will support the Manager in overseeing the daily operations of the early years' service, ensuring the highest standards of care and education. This role involves team leadership, partnership development, and compliance with childcare regulations. The Deputy Manager will also promote the ethos of Childcare & Family Support within The Growing Tree Project.

Key Responsibilities:

- Reporting daily to the Manager; monthly reporting to the Management Committee and Interagency Groups.
- Build and maintain relationships with external agencies (e.g., Tusla, Roscommon CCC, EROR Centre).
- Manage child registrations and maintain records in line with Pobal and DCYA requirements.
- Communicate effectively with families and foster an inclusive environment.
- Ensure compliance with the Childcare Act 1991, Síolta, Aistear, and related frameworks.
- Lead quality provision and inclusive practices.
- Mentor and support the early years team.
- Collaborate with families and external support agencies.
- Demonstrate understanding of child development and transitions.
- Maintain confidentiality and professionalism.
- Attend CPD events and undertake other duties as required.

Qualifications and Experience:

Essential:

- Minimum Level 6 in Childhood Care and Supervision (ideally Level 7/8 in Early Years Education).
- 2–3 years' experience in an early years setting, with at least 2 years in a supervisory role.
- Strong leadership, organisational, and communication skills.
- Knowledge of ECCE, NCS, AIM funding programmes.
- Ability to work independently and manage multiple responsibilities.

Desirable:

- Level 7/8 in Early Childhood Education or related field

Person Specification:

- Strong understanding of childcare regulations and curriculum frameworks.
- Proven ability to lead a team and deliver high-quality care.
- Excellent interpersonal and administrative skills.
- Commitment to inclusive practice and professional development.
- Culturally sensitive and respectful of confidentiality

What We Offer:

- Salary negotiable, depending on experience
- Career progression opportunities within a supportive environment
- 21 days annual leave + 3 additional company allocated leave days (pro-rata)
- Paid training days and ongoing CPD (Continuous Professional Development)
- Employee Assistance Programme (EAP) and wellness initiatives
- Company events and a supportive team culture
- Staff Uniform
- On-site parking
- Weekends off

To Apply:

Please submit your CV and cover letter outlining your relevant experience and why you're a great fit for this role to recruitment@ridc.ie

Closing date for receipt of applications is 1pm Wednesday, 17th September 2025.

For Job Description please see www.rosleaderpartnership.ie/job-opportunities/

For queries, contact recruitment@ridc.ie

Short listing will apply. A panel may be formed from which future vacancies may be filled.

All posts are subject to ongoing funding.

We are an equal opportunities employer and welcome applications from all qualified candidates.



Rialtas na hÉireann
Government of Ireland



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



Roscommon County
Childcare
Committee CLG