Krafty Kidz
Community Childcare

Job Title:	Childcare Manager
Hours:	25-35 hrs per week (Negotiable)
Location:	Ballyconnell, Co Cavan
Salary:	€22.50-€30 per hour
Tenure:	Permanent Contract
Probation:	6 Months subject to terms of contract
Reports to:	Chief Executive Officer

Overall Purpose of the Role

The Childcare Manager will be responsible for the effective day-to-day management and operation of the service, ensuring that children experience a safe, nurturing, inclusive and high-quality environment.

Working closely with the CEO, Quality Manager, and staff team, the Childcare Manager will lead and support the staff team, promote high standards of practice and ensure that the service operates in line with current childcare regulations, legislation, funding requirements, quality frameworks and Krafty Kidz policies and procedures.

The role requires a strong child-centred approach and an understanding of the positive impact that high-quality early years and school-age childcare can have on children, families and the wider community, particularly children and families experiencing disadvantage or vulnerability.

Childcare, Quality & Regulatory Compliance

- Lead the delivery of high-quality, child-centred care and education across the service.
- Ensure the service operates in accordance with current regulations, relevant legislation, Tusla requirements and other statutory and regulatory requirements.
- Ensure all required adult/child ratios, staffing requirements and qualification requirements are maintained.
- Promote and support best practice across all rooms and age groups.
- Support the implementation of Aistear, Síolta and other relevant quality and practice guidance.
- Work closely with the CEO and Quality Manager to support quality improvement, practice development and continuous improvement.
- Ensure children's learning, development, wellbeing and individual needs are appropriately supported.
- Support staff in developing an inclusive, play-based and responsive curriculum.
- Ensure appropriate planning, observations, learning records and other documentation are maintained.
- Ensure the service is prepared for Tusla inspections, Pobal/funding compliance checks, quality reviews and other monitoring or inspection processes.
- Ensure actions arising from inspections, audits, complaints, incidents or quality reviews are addressed within agreed timescales.
- Ensure policies and procedures are implemented consistently and reviewed in line with legislation and organisational requirements.
- Identify opportunities for ongoing improvement in the quality of care, education and service delivery.
- Promote an inclusive service which recognises and responds to the needs of all children and families.

Funding & Compliance

- Maintain a strong working knowledge of relevant childcare funding schemes, including ECCE, NCS and Core Funding.
- Ensure all funding and programme requirements are understood and implemented correctly.
- Maintain accurate attendance, registration, enrolment and funding records.
- Ensure the service meets relevant Pobal and funding compliance requirements.
- Support accurate and timely submission of funding and attendance information.
- Ensure parents are provided with appropriate information regarding funding entitlements and fees.
- Work closely with the Administrators and CEO to ensure fees, funding and financial records are accurate.

- Monitor attendance and participation requirements and address discrepancies promptly.
- Keep up to date with changes to childcare funding schemes and communicate relevant changes to staff and families.

Child Protection, Safeguarding & Welfare

- Ensure children's safety, welfare and wellbeing remain central to all aspects of service delivery.
- Ensure all child protection and safeguarding concerns are managed in accordance with Children First, current legislation and Krafty Kidz Child Protection Policy.
- Ensure staff understand and follow safeguarding procedures and reporting requirements.
- Promote a culture where concerns are identified, reported and managed appropriately.
- Ensure relevant records relating to child protection, accidents, incidents and complaints are maintained appropriately and confidentially.

Health, Safety & Risk Management

- Ensure the service operates in accordance with relevant health and safety legislation and organisational procedures.
- Ensure appropriate risk assessments and safety statements are completed, reviewed and implemented.
- Ensure emergency, fire and evacuation procedures are maintained and understood by staff.
- Maintain high standards of hygiene, infection prevention and environmental safety.
- Ensure food safety and other relevant safety systems are appropriately managed.
- Identify and address hazards or risks promptly.
- Ensure appropriate procedures are followed in relation to accidents, incidents, medication and children's individual health needs.

Leadership & Staff Management

- Provide positive, visible and supportive leadership to the staff team.
- Lead, motivate and support staff to achieve high standards of practice.
- Ensure staff understand and fulfil their roles and responsibilities.
- Oversee staff induction, rotas, attendance, timesheets, annual leave, sick leave and TOIL.
- Support staff supervision, performance management and professional development.
- Identify and challenge poor practice and other staffing issues.
- Identify training needs and support staff to maintain required qualifications and knowledge.

- Work closely with staff team to ensure effective communication and consistent practice.
- Promote a positive workplace culture based on respect, teamwork, professionalism and shared responsibility.
- Ensure confidentiality is maintained in relation to children, families and staff.

Children, Families & Community

- Develop positive, respectful and professional relationships with children and families.
- Ensure children are welcomed, supported and settled appropriately into the service.
- Respond appropriately to parents' questions, concerns and feedback.
- Recognise and respond to the needs of children and families experiencing disadvantage or vulnerability.
- Understand and promote the role of Krafty Kidz as a community-based, not-for-profit childcare organisation.
- Build positive relationships with local schools, community organisations and relevant support agencies.
- Be aware of changing community needs and contribute to the development of services that respond to these needs.
- Support the development and promotion of childcare, preschool, after-school, holiday and community initiatives.

Administration & IT

- Ensure the effective day-to-day administration of the service.
- Maintain accurate, organised and confidential records.
- Ensure all required records are maintained through the organisation's digital systems.
- Respond to emails, telephone queries and correspondence appropriately.
- Demonstrate good IT skills and confidence using Microsoft Word, Excel, spreadsheets and relevant online childcare systems.
- Ensure records are stored securely and retained in accordance with legal and organisational requirements.
- Support the CEO with budgets, expenditure and purchasing where required.

Partnership Working & Professional Development

- Work collaboratively with the CEO, Quality Manager, Assistant Manager, Room Leaders and staff team.
- Develop positive working relationships with parents, staff, schools, community organisations and external agencies.
- Work constructively with Tusla, Pobal, local support services and other relevant agencies.
- Contribute to the wider development and objectives of Krafty Kidz.

- Keep up to date with changes in legislation, regulations, funding requirements and national early years guidance.
- Attend relevant training, meetings, conferences and professional development opportunities.
- Promote a culture of continuous learning and improvement within the service.

General

- Maintain a professional, positive and child-centred approach at all times.
- Uphold the values, ethos, policies and procedures of Krafty Kidz.
- Maintain strict confidentiality in relation to children, families, staff and organisational matters.
- Demonstrate flexibility and willingness to respond to the changing needs of the service.
- Report significant concerns, incidents, safeguarding issues, staffing issues or compliance matters promptly to the CEO.
- Undertake any other reasonable duties relevant to the role as directed by the CEO or Management Committee.

About Krafty Kidz:

Krafty Kidz Community Childcare is a community-based, not-for-profit registered charity operating in Ballyconnell since 1997.

We currently provide three Early Learning and Childcare (ELC) services, two in Ballyconnell, and one in Cavan Town, and two School-Age Childcare (SAC) services in Greaghrahan National School and Ballyconnell. We are continuing to grow, with plans to open an additional ELC service in Ballyconnell in 2027.

We have a child-centred approach, with the needs, wellbeing and individual development of each child at the heart of what we do. We are committed to creating a secure, happy and inclusive environment where every child is welcomed, valued and supported to reach their full potential.

We believe in working in partnership with parents and families and, as a community organisation, strive to make a positive contribution to the communities we serve.

Personal Specification:

Essential Criteria

- Level 6 qualification in Early Childhood Education.
- Minimum 2 years' experience in an Early Years or SAC service
- Management/leadership experience
- Commitment to child centred practice, inclusion and supporting children and families experiencing disadvantage
- Proficient IT user
- Excellent communication and organisational skills

Desirable Criteria

- Level 7/8 qualification in Early Childhood Education
- Experience working with outside agencies
- Knowledge of the Hive/funding schemes and Tusla regulations/inspections
- Awareness of high-quality principles and practices

Other Requirements

- Successful Garda Vetting
- Proof of Address
- Photographic ID
- Two suitable references
- International Police Clearance where applicable
- Work permit where applicable
- Relevant qualifications and documentation must be provided prior to commencement of employment

What We Expect:

- Put children at the heart of their work and contribute to a safe, welcoming, inclusive and positive environment.
- Be approachable, friendly and respectful, building positive relationships with children, families, colleagues and the wider community.
- Be reliable, dependable and committed to carrying out their responsibilities to a high standard.
- Work flexibly and positively, supporting colleagues and other Krafty Kidz services where required.
- Communicate openly, clearly and respectfully, and work positively as part of a team.
- Take responsibility for their work, use initiative and manage their time and priorities effectively.
- Maintain confidentiality and handle personal and sensitive information appropriately.
- Follow Krafty Kidz policies, procedures, safeguarding requirements, legislation and regulations.
- Be open to feedback, learning, training and ongoing professional development.
- Work with honesty, integrity and accountability and raise concerns appropriately.
- Contribute to a culture of continuous improvement and help maintain high standards across our services.
- Support the values and ethos of Krafty Kidz Community Childcare and help us make a positive difference to children, families and our community.
- Represent Krafty Kidz in a positive and respectful manner at all times.

What We Offer:

- Competitive salary with regular salary reviews, subject to funding.
- 4 day week and flexible working options.
- 5 weeks annual leave.
- Permanent secure employment opportunities.
- Positive, supportive and respectful working environment.
- €250 Annual Staff wellbeing Bonus, and appreciation initiatives.
- Paid Christmas night out and Christmas Bonus.
- Uniform provided.
- Maternity/Paternity Benefit top-up.
- Paid staff training and professional development up to degree level.
- Priority access to childcare places within Krafty Kidz services.
- Employee Assistance Programme with free GP and Counselling Services
- Opportunities for career progression within Krafty Kidz.
- Opportunities to gain experience across different settings and age groups.

- Opportunity to work within a growing community childcare organisation and make a positive difference to children, families and local communities.
- We are an equal opportunities employer committed to equality, diversity and inclusion.

Disclaimer

The duties and responsibilities outlined in this job description are not intended to be exhaustive, definitive or restrictive. The post holder may be required to undertake other reasonable duties appropriate to their role and level of responsibility, as directed by Management. Duties and responsibilities may be reviewed and amended from time to time to reflect the changing needs of Krafty Kidz Community Childcare, its services, legislation, regulations, funding requirements and organisational priorities.

This job description should be read in conjunction with the employee's contract of employment, staff handbook and the policies and procedures of Krafty Kidz Community Childcare.

Employee Acknowledgement

I confirm that I have read and understood this job description and the duties and responsibilities associated with my role.

Employee Signature: _____