 (Include Logo of ELC/SAC Service here)

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| Name of Service | Harmony House Community Centre  |
| Address: | St Michael’s Road Longford  |
| Contact No | 043 3336686 |
| Email | harmonyhousepreschool@yahoo.ie |
| Post/Position being recruited for | Preschool and Afterschool Assistant  |
| Full Time or Part Time position | Full Time  |
| Days Per Week | 5 |
| Hours Per Week | 40 |
| AM or PM or Both | Both |
| Qualifications Required  | Minimum FETAC Level 6 |
| Job Description | Harmony House Community are looking to hire an experienced Afterschool Assistant* This is a Full time position working 40 hours per week, Monday to Friday. The successful Candidate will work in the Preschool and Afterschool room, you must have excellent interpersonal skills and be able to work well in a team.

**Preschoo**l* To, guide, observe, stimulate and supervise children in a safe and caring environment as part of the childcare team
* To act, if required as a key worker to specified children
* Ensure the safety, security and well-being of all children in your care
* To adhere to the Child Care 1991 (Early Years Services) Regulations 2016, the Child Care Act 1991, and all other relevant legislation and Regulations.
* To adhere to good practice guidelines in relation to Aistear, Siolta, and policy documents
* Ensure the safety, security and well-being of all children in your care
* To ensure all quality and safety standards are maintained in the Service at all times with specific responsibility for your designated room
* To be knowledgeable of all policies and procedures and to follow them accordingly.
* Afterschool
* Main duties and responsibilities:
* Supervising and supporting the Preschool and Afterschool Children to complete homework in a

timely manner* Implement indoor and outdoor activities in response to the children’s interests and the centre's scheduled activities
* Observing, monitoring and recording where necessary the wellbeing of the children.
* Maintaining accurate attendance records on the children, in addition to other regulatory records.
* Maintaining close, effective, working partnerships with parents to ensure the wellbeing of their children.
* Meeting and greeting parents in a positive and friendly manner each day.
* Inform parents on any events they can contribute or participate in
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| Any Other Criteria | * Minimum 2 years experience in working with children 4yrs-12yrs (Preferred)
* Fetac Level 6 in childcare very essential
* Competent in doing the children Home work is very essential
* Physical Education / fitness Qualification is desirable
* Arts & Crafts experience
* Fluent English
* Dynamic and flexible approach to tasks essential
* Excellent communication skills
* Applicants must supply suitable Character references, including most recent employer, be prepared to be Garda vetted and hold relevant police vetting from other countries if applicable
* Short listing may apply. Only applicants with prior experience in a similar role will be consider
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| Start Date of Contract  | 01 September 2023 |
| Duration of Contract | 38 weeks yearly  |
| How to Apply | If you are interested in these positions, please submit your CV and cover letter to Harmony House community Centre. St Michaels Road. Longford |
| Closing Date for application (State open if no closing date) | 25 August 2023 |

I,Olabisi on behalf of Harmony House Community centre am hereby consenting that Longford County Childcare Committee can share data and information supplied on this template for the purpose of ‘ELC/SAC Recruitment Event’ and give permission for information on this template to be uploaded to Longford CCC’s website jobs board.

Signed: Olabisi Ogunsakin Date: 20/04/2023