 (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 | Afterschool |
| Full Time or Part Time position | Part Time |
| Days Per Week | 5 |
| Hours Per Week | 20 |
| PM | 2pm-6pm |
| Qualifications Required | Minimum FETAC Level 6 |
| Job Description | **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 |
| 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 |
| 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: 26/04/2023