 (Include Logo of ELC/SAC Service here)

|  |  |
| --- | --- |
| Name of Service | St. Mary's Childcare Campus CLG |
| Address: | Granard RoadEdgeworthstownCo. Longford |
| Contact No | 0436672534 |
| Email | St.maryschildcarecampus@gmail.com |
| Post/Position being recruited for | Child Care Assistant |
| Full Time or Part Time position | Part Time with flexibility |
| Days Per Week | 5 |
| Hours Per Week | 20/30 |
| AM or PM or Both | both |
| Qualifications Required  | Minimum Fetec Level 5 |
| Job Description | * To assist in the day to day running of the room.
* To assist the leader in providing a pre-school or baby room service to all the children.
* To implement the curriculum of the pre-school alongside the leader.
* Assist the leader in planning the daily/weekly routines and activities.
* To provide a safe environment where children can access play opportunities.
* To play an active role in the day to day running of the playgroup and become involved in the programme planning.
* To assist the play leader in the encouraging parental involvement, networking and help in all record keeping on a weekly basis.
* To set up and assist in clearing away and deciding upon play activities for the day and becoming part responsible for the care and maintenance of all equipment ensuring it meets Health and Safety standards.
* To provide opportunities for the children that will aid a Childs physical, emotional, linguistic and intellectual development.
* Observe children and record observations.
* To undertake in any training as considered necessary by the management.
* Participate in relevant training as requested by leader and/or management and also from your own initiative.
* Familiarise yourself with and follow the policies and procedures and written records of the service.
* Respect the principle of confidentiality at all times regarding the children their families and staff.
* Familiarise yourself with and follow procedures outlined in the Children First5 Guidelines for the Protection and Welfare of children 1999 in relation to child protection concerns.
* Report any child protection concerns to leader or designated child protection officer.
* Identify and bring to the attention of the leader any health and safety concerns you have.
* Any other duties that may be assigned by the management.
* Be able to work on own initiative and self motivated.
 |
| Any Other Criteria |  |
| Start Date of Contract  | 01/09/2023 |
| Duration of Contract | 38 weeks  |
| How to Apply | Send CV and cover letter to the Manager of St. Mary's Childcare Campus CLG at st.maryschildcarecampus@gmail.com |
| Closing Date for application (State open if no closing date) | open |

I, [enter name] on behalf of [ELC/SAC Service name] 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: \_\_\_\_Margaret Glancy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 17/05/23