

Caisleán Óir, Childcare and Afterschool

Glinsk Community Childcare Centre.



Job Advertisement: Crèche Business Manager

We are seeking a dynamic and motivated individual to join our team as the Crèche Business Manager at Caisleán Óir, Glinsk, Co. Galway. As the Crèche Business Manager, you will play a pivotal role in ensuring the efficient running of the crèche on a day-to-day basis and safeguarding the continued sustainability of the business.

Key Responsibilities:

- Overseeing the welfare and development of children accessing the service, ensuring a safe and stimulating environment.
- Working closely with the children, staff, and parents to provide a child-centered approach to learning and development.
- Managing the crèche team effectively, providing guidance and supervision, and fostering a fair and caring environment.
- Ensuring compliance with Children First Guidelines and all relevant regulations and curricula.
- Developing and implementing business, financial, and administrative strategies, including financial forecasting and cashflow management.
- Representing the service during inspections by relevant authorities.
- Building positive relationships with parents, guardians, and the wider community.

Essential Skills and Qualifications:

- FETAC Level 6+ in Management.
- Minimum FETAC Level 5 in Childcare/Social Care related discipline, FETAC Level 6+ desirable.
- Experience in managing staff and motivating teams.
- Knowledge of Pre-school Regulations 2006 and Child Protection.
- Administrative and budget management skills.
- Excellent communication and team-player skills.
- Strong leadership, organizational, and time management skills.
- Desirable Skills and Qualifications:
- Current First Aid and Fire Safety Certificates.
- IT skills, particularly MS Excel.
- Knowledge of Employment Laws.
- Full clean driver's license.
- Employment Details:

Full-time contract (subject to funding) 35 hrs per week

Salary: **€38,402.25-€42,060.24** (currently under review) depending on qualifications & experience

Annual leave of 20-25 days (some fixed in line with service closure, e.g., Christmas).

Willingness to attend out-of-hours meetings as required.

Caisleán Óir is an equal opportunities employer

If you are a passionate individual with a commitment to child development and business management, and you meet the above requirements, we encourage you to apply.

Application Procedure:

To apply, please submit your updated CV and a cover letter detailing your relevant experience and suitability for the role (full job description on request) glinskchildcarecommittee@gmail.com. The closing date for applications is 5 p.m. **28th Aug 2023**, Interviews commencing **1st September 2023**. Shortlisted candidates will be contacted for interviews. Canvassing will disqualify. Join our team and make a positive impact on the lives of children in our community!



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Glinisk Community Childcare Limited,
Other registered names; CAISLEÁN ÓIR - Glinisk Community Childcare Centre. Registered Charity Number (RCN): 20072315
Glinisk, Vía Castlereagh, Co Galway, Galway, Republic of Ireland.