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| Name of Service | St. Mary's Childcare Campus CLG |
| Address: | Granard Road, Edgeworthstown, Co. Longford |
| Contact No | 043 66 72534 |
| Email | St.maryschildcarecampus@gmail.com |
| Post/Position being recruited for | Afternoon Preschool/Afterschool assistant |
| Full Time or Part Time position | Part time afternoons |
| Days Per Week | 5 |
| Hours Per Week | 20 |
| AM or PM or Both | PM |
| Qualifications Required  | Minimum qualification of Level 5 in Childcare, Level 6 and higher with a knowledge of Síolta and Aistear and \Pre-school Regulations would be an advantage. A minimum of one year work experience in a childcare setting. |
| Job Description | * Assisting the Playgroup Leader/Manager in formulating a daily programme of activities for the children attending the service.
* Assist the Playgroup leader/manager in drawing up a forward plan of activities including any necessary preparatory work.
* Assist the Playgroup Leader/Manager in setting out the rooms before each playgroup session.
* Ensure the overall safety and well being of the children.
* Ensuring a good standard of hygiene.
* Ensuring that the equipment is well maintained and safe to use.
* Advising the Playgroup Leader/manager of any concerns about a child.
* Adhere to all policies and procedures as contained in the policy and procedure manual.
* Attend regular meetings.
* Assist in fundraising events when required.
* Be willing to attend any training courses that are approved by the Management Committee. These courses may be outside of normal working hours.
* Assist the Playgroup Leader/manager in organising any special events such as outings ect.
* Bring to the attention of the Playgroup Leader/Manager any equipment needing repair or replacement.
* Keep up to date records as required by the Playgroup Leader/Manager
* Performing other duties as required.
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| Any Other Criteria |  |
| Start Date of Contract  |  |
| Duration of Contract | 38 week contract in line with school term. |
| How to Apply |  |
| Closing Date for application (State open if no closing date) |  |

I, Mararet glancy on behalf of st. marys childcare campus clg am hereby consenting that Longford County Childcare Committee can share data and information supplied on this template for the purpose of **‘Employment, Training & Information Share Event’** and give permission for information on this template to be uploaded to Longford CCC’s website jobs board.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_