



Longford Women's Link

Longford Women's Link (LWL) is an organisation based in Longford Town which focuses on identifying and addressing key inequalities that prevent women in Longford achieving their full social and economic potential. **Catkins Early Years Service** is an established Early Years service within LWL offering a child-centred, play-based approach, while fostering a culture of lifelong learning for both children and staff. We now wish to recruit for the following position:

Early Years Assistant Manager

Department/Room: Assistant Manager/ Early Years Room Lead Educator
Report To: Childcare Manager
Job Purpose: Working with the Childcare Manager to ensure the smooth day-to-day running of the specific room.
Responsible for supervision of Early Years Childcare assistants.
Overseeing Parents as Partners Initiative

Note: the position includes Early Years Manager Maternity Cover from Sept. 2025 – Jun. 2026

Experience, Knowledge and Qualifications required:

Qualifications A QQI Level 7/8 in Early Childhood Studies/Education

Key Responsibilities & Requirements:

- Proven Early Years experience (including relevant work experience) is essential.
- Commitment to maintaining a high-quality, safe, and stimulating learning environment.
- Ability to support, guide, and develop team members. Experience in staff management is desirable, though full training and support will be provided.
- Passion for building strong, positive relationships with children, families, and the wider community.
- Newly qualified graduates are welcome and encouraged to apply.

Knowledge of:

- Síolta and Aistear.
- Early Years Regulations.
- Children First.
- Health and Safety

Desirable (Not Essential): Experience using early years software such as, NCS Portal, Child Paths, Little Vista, or similar.

This is an annual renewable contract, subject to funding. Six months' probation will apply.

Benefits 35 hour working week
25 days annual leave + time in lieu system
15 days paid sick leave (after completion of probation)
Uniforms supplied
Free on-site parking
Canteen
CPD

Employee Assistance Programme to support staff well-being

Salary

€18.25-€19.00 per hour depending on experience. Salary increase applied for maternity cover.

This is an exciting opportunity for someone eager to combine hands-on early years practice with leadership and community engagement, helping shape a nurturing, inclusive, and collaborative setting.

Interested candidates should forward a CV and a cover letter to:

Kathleen Dowd, Director of Programmes by email to Kathleen@lwl.ie

Closing date for receipt of applications Monday June 16th at 5pm

Interviews will be held week of June 23rd.
