



Location : Thomas Ashe Hall, Ballinalee, Longford, N39 Y932

Phone Number: 087 3959303

Email: littlelearnersmanager@gmail.com

Little Learners is a committee run before and after school childcare facility established in 2017. The facility currently has 6 staff members and has over 70 children registered for childcare. The facility is compliant with Tusla, Pobal and other government agencies.

Position available: School aged assistant educator

Employment details: 15 hours per week

Job description:

- Support Lead Educator to provide a child lead, developmentally appropriate, fun filled plan of activities.
- Ensure their pod is organised in advance of the children arriving each day.
- Maintain pod and equipment to ensure the health and safety of the children at all times.
- Provide children in their pod with a safe, calm and dignified learning environment.
- Offer support during homework time.
- Maintain daily attendance records
- Provide direct supervision of their pod and the children therein at all times.
- Drop and collect the children from the local National School.
- Record all messages in the daily diary, document any accidents/incidents and medication given.
- Report/feedback to management any ideas, suggestions, concerns or issues.
- Supporting compliance with relevant regulatory bodies.
- Ensure you have in date certificates for required courses.
- Support colleagues and management where there is a specific requirement and where they request assistance.
- Maintain GDPR and strict confidence.
- Adhere to company policies and procedures and ensure best practice always.
- Complete daily housekeeping tasks to ensure building is maintained.

The ideal candidate will have:

Experience:

- Experience is preferable but not required.



Skills and Knowledge:

- Willing to learn
- Can take direction well and work on their own initiative
- Strong verbal and written communication skills
- Excellent interpersonal skills with an ability to easily form good working relationships with team members and stakeholders
- Flexible and adaptable to change
- Organisational skills and an ability to manage their workload
- Commitment to delivering high quality service
- Knowledge of regulations and legislation relevant to childcare facilities

Key requirements:

- Subject to successful Garda Vetting
- Must provide two references
- Must hold a valid work permit/visa/ stamp 4 permission to work
- Mandatory certificates

Additional information:

The above lists are not exhaustive.

The organisation is committed to selecting the right candidate for the position while adhering to appropriate legislation for hiring fairly and for childcare legislative regulation.

Please send a cover letter and a CV to:

Donna at littlelearnersmanager@gmail.com

*****CLOSING DATE 13th October 2025*****