

Name of Service	Harmony House Community Centre: Tir Na Nog Preschool & Afterschool
Address:	St Michael's Road Longford Longford
Contact No	043 3336686
Email	harmonyhousepreschool@yahoo.ie
Post/Position being recruited for	Preschool and Afterschool staff
Full Time or Part Time position	Part Time & Fulltime
Days Per Week	5
Hours Per Week	20 or 40 hours per week
PM	9am -1pm & 2pm-6pm
Qualifications Required	Minimum FETAC Level 6 for preschool Level 5 for Afterschool
Job Description	<p>Afterschool</p> <p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> • Supervising and supporting the Afterschool Children to complete their homework in a timely manner • Implement indoor and outdoor activities in response to the children's interests and the centre's scheduled activities • Observing, monitoring and recording where necessary the wellbeing of the children. • Maintaining accurate attendance records on the children, in addition to other regulatory records. • Maintaining close, effective, working partnerships with parents to ensure the wellbeing of their children. • Meeting and greeting parents in a positive and friendly manner each day. • Inform parents on any events they can contribute or participate in • Responsible for day to day running of toddler room. • Engage with and communicate with parents.

Any Other Criteria	<ul style="list-style-type: none"> • Minimum 1 year experience in working with children 4yrs-12yrs (Preferred) • FETAC Level 6 in childcare very essential • Competent in doing the children Homework is very essential • Physical Education/ fitness Qualification is desirable • Arts & Crafts experience • Fluent English • Dynamic and flexible approach to tasks essential • Excellent communication skills • Applicants must supply suitable Character references, including most recent employer, be prepared to be Garda vetted and hold relevant police vetting from other countries if applicable • Short listing may apply. Only applicants with prior experience in a similar role will be considered
Start Date of Contract	01 September 2026
Duration of Contract	38 weeks yearly
How to Apply	If you are interested in these positions, please submit your CV and cover letter to harmonyhousepreschool@yahoo.ie
Closing Date for application (State open if no closing date)	Open