

Macroon Family Resource Centre



The Family Spirit of Macroon

**The Fairfield, Masseytown,
Macroon Co. Cork**
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Reference: Position of Childcare Practitioner with Macroon Family Resource Centre

To whom it concerns

Macroon Family Resource Centre is seeking to recruit Qualified Childcare Practitioners to our Childcare Programme Team (levels 5 – Level 8).

Full details of our organization are available on our website
www.macroonfrc.com

Childcare Practitioner Job Description

Responsible to/ Supported by	<ul style="list-style-type: none">• Manager / Childcare Supervisor
Job Summary	The Childcare Practitioner will work closely with, and support the Childcare Supervisor & Centre Manager in ensuring the competent delivery of a high-quality daily childcare programme

Responsibilities will include:

- To provide an ongoing day-to-day support/supervision to the other staff in the Pre-School, Daycare, Crèche, and After-Schools Sections
- To ensure the constant safety of the pre-school, daycare, crèche, and after-schools environment and of the children, parents, and staff in accordance with the *Policies and Procedures Manual* of Macroon FRC
- To ensure quality of service and the safety of children in our care and staff in our employ and to ensure service compliance with all relevant legislation.
- To promote the ethos of equality and respect informing all areas childcare in our service.
- To determine, prepare, document, and deliver a programme and curriculum of activities providing for the holistic development of children.
- To maintain records in accordance with Macroon FRC *Policies and Procedures* and ensuring appropriate levels of confidentiality at all times.
- To understand and promote and model best practice in childcare through participation in childcare networks and ongoing training.
- To alert the Childcare Supervisor to any matters that may compromise the delivery of a high-quality pre-school and crèche programme.
- To develop systems to facilitate opportunities for parents, volunteers, and student involvement.
- To keep up to date records of:

- Daily register of attendance
- Staff Rostering
- Records of each child
- Accident/incident book
- Fire drills
- Daily plan of activities
- To undertake other relevant tasks and duties as they arise

Macroom Family Resource Centre Childcare Practitioner Qualifications / Person Specification

Essential

- Must have at least a level 5 qualification in childcare or equivalent if trained outside of Ireland. Recognition will be given for additional relevant qualifications.
- Must demonstrate an in-depth knowledge of the operation of a childcare facility along with relevant experience within a childcare setting.
- Must demonstrate an ability to handle situations of a difficult nature in a calm and organised fashion, which could arise in a childcare setting.
- Must show an ambition and commitment to further developing and improving the work of the Centre towards the provision of enhanced services to the local community.
- Must demonstrate an adequate level of administration skills to be able to effectively complete necessary daily tasks, rosters, email responses and policy development.
- Must demonstrate a sufficiently high level of awareness of health and safety in all areas of the work of the Centre.
- A high competence in spoken and written English.

Desirable

- Qualifications or experience, in excess, of those stated above which can be obviously linked to the position and to the work of the Centre.
- Previous experience of working in a similar position.
- Previous supervisory experience with direct staffing responsibility.
- A driving licence with eligibility for bus driving
- Enhanced computer skills with operational knowledge of word, excel, email, internet, access or more.

Remuneration

- Remuneration will be in line with standard rates for Childcare work in Ireland and will reflect education level and experience.
- Accommodation may form part of the remuneration package subject to discussion and agreement.
- Loyalty bonus is included in package.

Enquiries and Applications which should include a detailed CV, by email to Seamus O'Leary (Centre Manager)

seamus@macroomfrc.com