Portarlington Afterschool Project is seeking to appoint a Manager. The Afterschool Manager will be responsible for the day-to-day organisation and operation of the After School Club located in the Portarlington Community Centre, providing high standards of care and play opportunities for children between the ages of 4- 12 years old in a safe and secure environment.

The position is a permanent part-time position, 25 hours per week Monday to Friday, between 12:30 pm and 5:30 pm. The salary for the position will be competitive.

The Afterschool Manager Project will be responsible for the:

* Delivery of After School Care Provision.
* Management and Administration.
* Supervising, Training and Supporting the team.
* Ensure the safety and wellbeing of the children attending the service in an environment that promotes the children’s personal development, education experience and recreational activities to excellent standards.
* The Afterschool Manager will be responsible for creating, developing, and maintaining good relationships with team members and all stakeholders, particularly the children, parents, and the Afterschool Project management.
* Lead the team of experienced childcare providers to ensure the delivery of engaging, interactive educational experiences and curriculum.
* Ensure all policies and procedures are up to date and implemented and ensure the Afterschool team are aware of the policies and any changes that may be implanted.
* Manage and support the team as they care for the children daily and ensure that the team are aware of their responsibilities.
* Ensure that the Afterschool Club is prepared and ready for any inspection from any external organisation.
* Acting as the point of contact and lead for all enquiries to the After School Club.
* Ensuring the Afterschool continues to achieve the highest standards in the maintenance of all records regarding the children attending the Afterschool Club.
* Ensuring the Afterschool continues to achieve the highest standards in the maintenance of all records regarding the experience childcare team.
* Ensure all records are easily accessible and in accordance with statutory obligations.
* Experienced with Data Protection and Privacy.
* Experience with developing and implementing COVID policies, protocols and procedures.
* Promoting the After School Club in the local community.
* The Afterschool Manager will be responsible for the income and expenditure of the Afterschool in line with budget plans agreed with the Afterschool Project Management.
* Identify and facilitate any training needs for the Afterschool team and develop a plan to deliver identified training needs.
* To undertake other duties as assigned by the Management of the Afterschool Project.

Essential Criteria.

* Previous management experience in a childcare setting
* Minimum QQI Level 8 in Early Childhood Education and Care or equivalent.
* At least five years’ experience working directly with children.
* Experience with developing and implementing policies and procedures.
* Solution-focused with a creative and positive attitude.
* A passion and drive that inspires a love for learning & the ability to engage children in learning activities in a fun and interactive way.
* Respect for and dedication to working with children.
* Good administrative, computer and organisational skills.
* Own transport essential.
* Current holder of a Garda Clearance certificate.

Please apply with an up-to-date CV to [noel@hrconsultants.ie](mailto:noel@hrconsultants.ie). The closing date for applications is Friday the 7th of January 2022.