

**Job Description**

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| **Job Title** | Assistant Afterschool Coordinator |
| **Reporting to** | Afterschool Coordinator/Childcare Manager |
| **Responsible to** | CEO of Laois Partnership Company and the voluntary Board of Directors |
| **Purpose of the post** | The core responsibility of the Assistant After School Coordinator is to ensure the smooth and efficient running of the Afterschool Project so that children can learn and develop in a safe, positive, and caring environment. |
| **Duties and Responsibilities** | **Running of the Afterschool**   * Assist the Co-ordinator, and childcare manager in providing a quality afterschool service. * Assist children with Homework Assignments. * Plan and prepare a range of fun, active and practical activities. * Maintain room, and equipment, to ensure the health & safety of children at all times. * Provide a fun, caring environment that positively supports the growth and development of each child. * Liaise with parents/guardians and develop good communication channels with them. * Deal with queries and enquiries from parents, children, and childcare staff in a courteous and helpful manner * Maintain strict confidentiality. * Help prepare healthy snacks and encourage good nutrition.   **Best Practice**   * Ensure that child safety and welfare is of paramount importance. * Ensure relevant legislation and regulations are applied, particularly in relation to child safeguarding. * Keep up to date with best practice in relation to child development and learning. * Assist Co-ordinator in the collection and recording of Fees. * Ensure a good standard of hygiene. * Assist in good record keeping and report preparation, as required.   **General duties**   * Work as part of the overall team in Laois Partnership Company and promote the Organisation and its services in a positive manner. * Maintain accurate, professional written and electronic records of the work undertaken. * Operate within policy, legal, ethical and professional boundaries when working. * Actively contribute to service review and development in a positive, solution focused manner. * Be knowledgeable about National Policy, Legislation and Guidance Frameworks. * Participate in fundraising and promotional activities for the service, as required. * To undertake other duties/responsibilities that are appropriate to the role.   Please be advised that this is not an exhaustive list of duties for the role and changes may occur. This role is a developmental role and will require flexibility and adaption to new and changing situations on an ongoing basis. |
| **Eligibility Criteria** | **Essential Qualifications and Experience**   * Minimum QQI Level 6 in Childcare * Minimum 1 year work experience in similar setting * Ability to work as part of a team * Kindness, warmth and responsiveness to the needs of children * Good communication and relating skills with children, staff & parents * Understanding of Siolta & Aistear |
| **Terms and Conditions** | Contract: Permanent, subject to successful probation **Probation:** 6 months  **Hours:** 20 hrs/week  **Salary:** €14.50 per hour  Garda Vetting, and satisfactory references, will be sought prior to the successful candidate taking up the post.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| **How To apply** | Please forward **a full CV and a cover letter**, outlining your suitability and experience for this position, by email to: [info@laoispartnership.ie](mailto:info@laoispartnership.ie)  Closing date for receipt of applications is Wednesday 8th November 2023  No late applications will be accepted.  Informal enquiries by email to [**info@laoispartnership.ie**](mailto:info@laoispartnership.ie)  Canvassing will disqualify. |

**Laois Partnership Company is an equal opportunity employer and does not discriminate against individuals on the basis of  gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.**