

ADVERT ID 210143

Manager

Ennis Montessori School

8 Cappahard Green Tulla Rd Ennis V95 FW13
<https://www.ennismontessorischool.ie>

MAIN DETAILS

Status: Deactivated
Level: Pre-School
Date Posted: Tue Apr 9 2024 09:56:41
Application Closing Date: Fri Apr 26 2024
Commencement Date: Mon May 6 2024
Status of Post: Permanent Full Time

SCHOOL DETAILS

School Structure: Childcare
Associated Professional Body: ECI
Total Number of Staff: 9
Current Enrolment: 66

POST DETAILS

Additional Information: Ennis Montessori School is looking for a Service Manager to join our team.

About the role:

- The position is a full time role(39 hrs per week). Some flexible working is available upon agreement
- Remuneration is above the current ERO minimums and can be discussed upon application
- 20 days annual leave per year
- CPD is encouraged and often subsidised
- A good working environment
- Other benefits throughout the year

Roles and Responsibilities:

- All day to day operations of the business including but not limited to:
- Ensuring the overall safety and well-being of the children using the service in line with all service policies and procedures
- Supporting and assisting and communication with parents/guardians
- Liaising with HSE and Tusla and any other governing bodies
- Reviewing and updating policies/procedures/protocols
- General Human Resource management and Staff supervision of the service staff team on a daily basis.
- Ensuring service plans and standards are implemented by staff team for the benefit of children and families who use the service
- Ensuring staff are compliant with and adhering to all relevant service policies / procedures and protocols
- Ensuring that all relevant day to day records such as Hygiene, Equipment checks and maintenance are up to date and checked and recorded
- Ensuring all online portals / platforms are checked regularly for notifications / requests and submissions of funding applications / child registrations etc

The right candidate will:

- Have a Level 7/8 degree (this is preferable but not essential)

- Have experience in leadership and HR
- Excellent communications skills
- Knowledge of IT systems / software packages such as MS Word / Excel
- Have knowledge of the Early Years Hive

If you are interested please send CV's to ennismontessorischool@gmail.com.

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email
- Telephone

APPLY TO THIS JOB VACANCY

Apply To: ennismontessorischool@gmail.com

8 Cappahard Green
Tulla Rd
Ennis
V95 FW13

County: Clare

Enquiries To: ennismontessorischool@gmail.com

Website: <https://www.ennismontessorischool.ie>

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