

EARLY YEARS DEPUTY MANAGER

JOB DESCRIPTION

Northside Family Resource Centre's Early Years and After School Services continue to develop and promote good practice, with the child as the focus of all we do. Working with the Early Years Manager the **Deputy Manager** will have responsibility for the day-to-day care and education of children attending the service.

The main duties and responsibilities of **Deputy Manager** are as follows:

Service Provision

- Day to day responsibility for the children including devising curricula that supports their emotional, social, and physical development and oversee the implementation of their programmes.
- Coordinate the planning, implementation of programmes appropriate to individual and group needs.
- Support Staff to plan and implement their programmes of learning.
- Design mechanisms to implement Siolta and Aistear toolkit and monitor progress.
- Deliver Incredible Years or another recognised programmes to young children.
- Use own initiative and imagination to continually update programmes and activities.
- Direct and support the staff in the day-to-day running of the service.

Staff

- Working as part of a staff team to ensure delivery of a quality programme for children.
- Co-ordinate the smooth running of staff timetables, rotas, breaks, etc.
- Support the smooth running of staff timetables, rotas, breaks, etc.
- Support the day-to-day running of the service.
- Act up in the absence of the Manager.

Facility

- Ensure a high standard of hygiene of the service.
- Ensure that all equipment and resource materials are properly maintained.

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- Take responsibility for maintaining the highest standards in relation to health, hygiene and safety on a day-to-day basis.
- Share responsibility for areas of general use.

Parents

- With Early Years Manager support parents in their parenting roles. Involve parents in aspects of the service and work co-operatively with them.
- Disseminate relevant information and literature to parents.

Policies

- Ensure awareness and implementation of all early years policies and procedures.
- Support the continual updating of policies, procedures and staff handbook.
- Implement Child Protection Policy - being vigilant for signs of non-accidental injury, sexual abuse, neglect and social, emotional and development delay, reporting immediately any and every aspect of concern to the Early Years Manager.
- Observe all procedures as required in terms of care and control, safety and good practice.
- Ensure relevant others (students, volunteers, parents and visitors) are made aware of and adhere to all policies and procedures.

Training / Networking

- Continually support the update and renewal of practice and procedure by being open to own learning and development, identifying and completing relevant courses.
- Participate in child-related courses, talks and workshops as requested by management.
- Participate in team building, staff training and development sessions of Family Resource Centre.

Administration

- Oversee Funding Programmes administered by Pobal and ensure the completion of all reporting.
- Ensure all files and documentation are maintained and up-to-date for inspection.
- Oversee HR procedures implementing the Centre's staff handbook.

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- Provide support and supervision to staff.
- Ensure the completion of all official roll-books, files, etc.
- Prepare and submit regular and specific records / reports as requested. These will include:
 1. roll of children in each group
 2. forms detailing the attendance of children
 3. waiting list
 4. staff forms
 5. Accident Report Book
- Support fee collection procedures with Administrator, which includes distribution of fee bills to parents.

The Deputy Manager will deputise in the absence of the EY Manager

Other relevant responsibilities as identified by management.

Terms of Employment	
Job Title:	EARLY YEARS DEPUTY COORDINATOR
Name of Employer:	Northside Family Resource Centre

Accountability

The Deputy Manager is an employee of the Board of Management of Northside Family Resource Centre.

The Deputy Manager reports to the Early Years Manager on a daily basis. Final responsibility rests with the Board of Management through the CEO.

Hours of Work

- The post is a full-time leadership position, 39 hour post Monday to Friday where the EY Deputy Manager is available between 08:00 and 18:00.
- The EY Deputy Manager will be expected to be flexible about morning, evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract is a permanent fulltime contract and will be subject to continued funding.
- A ten-month probationary period will apply.

Salary

The salary scale is €35,700 - €42,154 per annum pro rata.

Confidentiality

The EY Deputy Manager will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

Holidays

Twenty-five days per annum pro rata plus public holidays and 2 Company Privilege Days.

Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.

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Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Minimum 5 years working in an early years setting. • Minimum 3 years experience of working in an early years setting as a Team Leader. • Experience of working with all children aged between 0-6 years • Active in meeting all childcare regulations on one's own initiative • 2 years' experience of working in a community setting • Experience of working with children experiencing deprivation. 	<ul style="list-style-type: none"> • Local knowledge
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to relate to young children. • Ability to play and be playful • Able to relate to parents and relay information regarding their children's needs 	
EDUCATION & TRAINING	<ul style="list-style-type: none"> • Minimum of QQI Level 7 in childcare • Trained in a complimentary area eg Incredible Years; Play; Speech and language 	<ul style="list-style-type: none"> • QQI Level 8 in childcare • Accredited in a complimentary area
PERSONALITY	<ul style="list-style-type: none"> • Patient, kind, fun loving and outgoing. • Nurturing approach to relationships with children seeking attunement with the child and their needs 	
VALUES	<ul style="list-style-type: none"> • Flexible with regard to working hours • Showing a deep respect for people from diverse backgrounds • Supportive and non-judgmental of families. 	

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