

<b>Job Title</b>	Childcare Services Manager
<b>Employer</b>	North Tipperary Development Company (NTDC)
<b>Reporting Relationship</b>	CEO of NTDC
<b>Reporting Staff</b>	Childcare Facility Employees
<b>Location of Post</b>	Roscrea
<b>Closing Date for Applications</b>	Monday, 15 <sup>th</sup> June 2026 - 12.00 noon
<b>Benefits offered by NTDC</b>	<p><b>Salary:</b> Competitive salary.</p> <p><b>Travel expenses:</b> Travel expenses are reimbursed at public service rates.</p> <p><b>Annual Leave:</b> 25 days annual leave.</p> <p><b>Organisation Culture:</b> Positive working environment and proactive approach to professional development, reflective practice and supervision.</p> <p><b>Training &amp; Development:</b> Opportunities to access training relevant to the role.</p>

### THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area. The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

### THE PROGRAMME/S: Childcare Services

#### THE ROLE AND PURPOSE OF THE JOB

The Childcare Manager is responsible for managing the Little Learners & First Steps Childcare Services in Roscrea in accordance with the policies and practice of the programmes, funder requirements and the framework of the wider NTDC organisation. The Childcare Services Manager is responsible for the day-to-day running of the childcare services. This includes ensuring the effective and efficient operation of the services and the quality of the services offered. The Childcare Services Manager is responsible for providing supervision and support for staff in relation to the work and their ongoing professional development. The Childcare Services Manager will provide a safe, stimulating and child centred environment to ensure that the physical, emotional and developmental needs of the children accessing the Service are met. The manager also works as part of the wider management team within NTDC and contributes to the ongoing development of the wider organisation.

#### CORE RESPONSIBILITIES INCLUDE:

- Delivery of the provision of quality early childhood education.
- Engage in a high level of public contact particularly with parents/carers of children in the Service/s and with potential service users.
- Demonstrate a commitment to ongoing staff professional development which will include attendance at training, events, seminars etc. Some of which might take place out of hours.
- Demonstrate an interest in the capacity to develop the commercial aspect of the Service/s.
- Demonstrate ability to work collaboratively with the County Childcare Committee, TUSLA, Pobal, Government Departments and other agencies in the delivery of quality childcare Provision.
- Responsibility for ensuring the quality-of-service provision, and a consistent focus on social inclusion.
- Responsibility for overseeing the development of effective public promotion strategies that target client and community engagement and take up of services offered.

- Responsibility for financial management of the services and ensuring that programmes operate within the parameters, guidelines and other requirements set down by funders.
- Responsibility to work as part of the broader management team within NTDC and proactively contribute to development of policy and practice within the wider organisation.

### **Operational Management**

The Childcare Services Manager is responsible for the following duties.

- The overall safety and welfare of children and staff.
- Working directly with children accessing the service and their Carers.
- Ensuring compliance with Children First Guidelines in relation to child protection concerns, Garda vetting, volunteer, complaints, and other NTDC Policies.
- Deliver the role and function of the Child Protection Designated Officer.
- In cooperation with Service Supervisor, Room Leaders and staff formulating monthly room plans which offer a wide variety of stimulating age-appropriate activities for children. This will allow for the creative, physical, imaginative, social, sensory, emotional, intellectual and linguistic development of the child.
- Ensuring that the appropriate curriculum is being implemented as planned.
- Ensuring Service is compliant and adheres completely with Food safety legislation in line with HSE Environmental Health Service.
- Ensuring that children are signed in and head count conducted.
- Ensuring that a file is kept on each child which should include contact details for parents, guardians, details of medical issues, allergies, dietary requirements and any other relevant information. A separate file should be kept on child observations regarding the individual Child's development, behaviour and general progress. These should be kept secure.
- Ensuring that regular observations are carried out on each child and that appropriate notes are kept and parents updated regarding same.
- Ensuring that non-compliance issues highlighted in the Pre-School Inspection Report , Pobal Verification Visits and Audits are rectified.
- Ensuring that the principle of confidentiality is fully observed by all staff members in relation to any personal details regarding the children and staff.
- To continuously aim to improve the quality of the service. This will be done in collaboration with the staff team.
- Review, update and further develop policies and procedures in conjunction with staff annually and more frequently if required.
- Look for opportunities for staff development including delegation of tasks as appropriate and provision of training.

### **Financial Management**

Report indirectly to the CEO and Finance Manager on financial management matters.

- To establish and maintain positive working relationships with, Pobal, DCEDIY, Tipperary County Committee, and other funders.
- To ensure that the service operates within the agreed budget and in compliance with NTDC and funder procedures. This includes tracking any over or underspend and ensuring that the funding is spent within the agreed timeframe.
- To proactively work with funders and keep them inform on relevant matters related to funding and services provided with the funding.
- To submit financial and other reports to funders in a timely manner and comply with any deadlines or other requirements set by funders. This includes making timely applications for annual or multi-annual funding when required.
- To design, implement and maintain appropriate administration systems to ensure effective operation of the service.
- To provide regular written reports and other documentation on the programmes for internal and external purposes.

- To proactively seek additional funding to respond to gaps in service provision and develop new initiatives to expand and complement existing provision.
- Reconciliation of accounts and implement internal control procedures. Ensure that the Service operates within budget and in compliance with NTDC policies and procedures.
- Demonstrate an in-depth knowledge and understanding of the various State sponsored schemes available to Childcare Services, e.g. ECCE (Free Pre-school), NCS (Subvention Scheme), Core Funding Programme, Community Childcare Subvention Plus, Equal Start, AIM's etc.
- Manage and be responsible for the Registration process and file management for relevant government funded childcare programmes.
- Ensure that all deadlines related to financial and other returns are met.
- Collection of weekly fees from parents/carers & maintaining of receipt book.
- Facilitate preparation of annual budget and the ongoing review and management of budget.

### **Quality, Performance and Partnerships Management**

- To liaise with and report to the CEO related to the day-to-day operations of the project.
- To work with the Management and Team in developing quality systems to deliver service standards and improve on service performance.
- To report to the funders and to ensure the timely completion of funder and stakeholder funding applications, returns and other reporting templates as required. – Pobal, Subventions, County Childcare Committee.
- To maintain constructive and effective working relationships with funders, partners and other stakeholders.
- To positively promote the service and positively represent the interests of all children.
- To ensure that the Service is meeting and can demonstrate that it is meeting the requirements of its funders.
- To ensure that the Service works in conjunction with other teams within the organisation and adheres to the overall aims and development of Childcare facility and NTDC/
- To ensure service delivery is in line with best practice standards in the sector.
- To provide consistent case management support for staff, ensuring that children needs are addressed.
- To ensure that written policies and procedures which promote best practice are in place which give direction to the delivery of the Childcare Services, to update these as required and to develop new policies to address any gaps in current practice.

### **Professional and Practice Development of Employees**

- To be responsible for the quality of the service provided by staff and ensure that demonstrable evidence of high-quality services is continually collected and collated.
- To provide informal and formal support, guidance, and caseload management for staff, including monitoring workloads and ensuring accountability for quality of work.
- To provide professional supervision for staff in accordance with NTDC policy.
- To promote a positive team spirit within the Team and proactively develop processes which support collaborate and co-operation within the teams.
- To ensure that the teams operate in accordance with Childcare policies and procedures.
- To take a lead role in relation to the ongoing monitoring and development of staff performance. This includes carrying out staff reviews, addressing deficits in performance, identifying staff training needs and supporting the ongoing professional development of staff.
- To take a lead role in relation to the recruitment of staff as and when required. This includes working with the CEO regarding recruitment, providing induction for new staff and overseeing probation.
- To always comply with NTDC HR policies and contribute to the ongoing development of such policies.
- To maintain relevant HR records and contribute to the collection and collation of HR and related records.
- To be responsible for the quality of service provided by staff and ensuring that demonstrable evidence of high-quality services is continually collected and collated.
- To organise and oversee regular team meetings.

## **Health and Safety**

- The Manager has responsibility for the implementation of the NTDC Health and Safety policy as it pertains to the staff team, services provided, areas of responsibility and the premises used by Childcare Services.
- Ensuring the regular updating of the Service's Risk Assessment.
- Ensuring that the Service is in compliance with Pre-School Regulations 2016.
- Ensuring that staff are aware of all safety procedures and that same are implemented in the day to day running of the service.
- Ensuring that the first aid box is always stocked.
- Ensuring that fire drills are organised on a regular basis.
- Demonstrate a good knowledge and understanding of the Safety at Work Act 2005.
- Ensuring that the environment is safe and free from hazardous conditions.
- Ensuring that incidents/accidents are recorded.
- Ensuring that the CEO is informed of possible health and safety concerns.
- Ensuring that the first aid certificate is kept up to date and on display.
- Ensuring that there is always a person on site with first aid training.
- Ensuring that all fire escapes are maintained on an ongoing basis.

## **Communication**

- Ensuring that parents are updated regarding child's progress on daily/weekly basis.  
(Involving parents as much as possible in activities/outgoings/events within the Service).
- Ensuring parents are fully involved and updated regarding the Service's Policies and Procedures.
- Facilitating and documenting staff meetings monthly.
- Setting up a structure of communicating with staff, not present at staff meetings.
- Attending supervision meetings with CEO.
- Attending monthly Coordinating team meetings.
- Provision of monthly supervision to core staff members which are documented.
- The manager will refer to/liaise with the County Childcare Committee and other agencies as appropriate for additional support, regarding referrals, child development matters, etc.
- Provision of a comprehensive induction pack and a conducting of induction with new staff members and volunteers.
- Preparing and providing management reports to the Board as required.

## **Planning**

- Advanced monthly planning or rotas, annual leave, time in lieu, etc.
- Reviewing and evaluating monthly room plans and curriculum with staff
- Advanced planning of cleaning and maintenance schedules.
- Ensuring regular completion of timesheets by all staff.

## **General Duties**

- Acting in accordance with, and implementation of all Childcare facility policies and procedures.
- Working in a manner which positively promotes the aims and objectives of the organisation.
- Ensuring effective communication with other teams in NTDC.
- Attending and participating in regular training when required.
- Attendance at staff and other meetings as necessary.
- Undertaking any duties consistent with the post as may be reasonably requested by the CEO.

## **NTDC Management and Organisational Development**

- To report to the CEO of NTDC regarding the day-to-day operations the Childcare Services. Keep the CEO informed on all relevant matters of policy and practice, particularly where there are safety concerns.
- To work as part of the broader management team within NTDC and proactively contribute to development of policy and practice within the wider organisation in accordance with the values and strategic direction of the organisation.

- To contribute to the strategic direction of the organisation, the post holder will have a key role in the development of the childcare services human resources strategy.
- To support the integration of programmes, strategies and resources in line with NTDC’s ethos ensuring effective communication with other teams and collaborative work opportunities with other programmes in response to individuals and community needs.

**Other General Requirements**

- To always comply with NTDC policies and procedures, including implementation of the following policies: Child Safeguarding; Data Protection; Confidentiality; Complaints; Volunteer.
- To work in a manner which positively promotes the aims, objectives, and values of NTDC.
- To participate in monthly professional supervision in accordance with the supervision policy of NTDC.
- To actively participate in cross team meetings and training as required. This includes contributing to the development of other programmes in NTDC.
- Undertake any duties consistent with the post as may be reasonably requested by the CEO.

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***

**PERSON SPECIFICATION**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	➤ Relevant professional qualification in Early Childhood Studies.	A Level 8 Early Childhood Studies qualification is desirable.
Knowledge	<ul style="list-style-type: none"> <li>➤ Comprehensive knowledge and understanding of childcare development principles and practices.</li> <li>➤ Knowledge of childcare government funded programmes.</li> <li>➤ Extensive knowledge of services and supports available to childcare settings.</li> <li>➤ Extensive knowledge of the statutory and community services that operate in the childcare /early childhood education area.</li> <li>➤ Comprehensive knowledge of statutory and other regulations regarding working with children and families.</li> <li>➤ Knowledge and experience of a client data collection system e.g., a CRM System.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>➤ At least 5 years’ experience in childcare work.</li> <li>➤ At least 3 years’ Childcare/Afterschool Service and staff management experience.</li> <li>➤ Experience of direct work with children and families.</li> <li>➤ Track record in managing budgets and meeting funding requirements.</li> <li>➤ Experience of effectively developing and implementing policies and procedures.</li> <li>➤ Experience of managing and supervising employees.</li> <li>➤ Strong track record in effective caseload management.</li> <li>➤ Strong track record in working collaboratively with other agencies in the provision of services.</li> <li>➤ Strong track record in effectively advocating on behalf of children and families</li> <li>➤ Knowledge and experience of reflective practice and commitment to engage in self-reflective practice.</li> <li>➤ Proven ability to manage a demanding and diverse workload.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of managing government funded programmes.</li> <li>❖ Experience of writing tender applications and tendering for funding.</li> <li>❖ Track record in providing professional supervision for staff.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Excellent presentation/communication skills – verbal and written. Good IT skills.</li> </ul>	
Core Competencies	<p>The successful candidate will demonstrate competency in the following areas:</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to manage and be responsible for day-to-day operations of the service, work on own initiative promoting team within the Service.</li> <li>• Capacity to manager funder programmes, service activity reports and other reporting templates for submission to funders and maintain professional reporting relationships with funders</li> <li>• Ability to develop and maintain professional networking relationships with other stakeholders,</li> <li>• Organisational skills: creating a disciplined working environment, keeping accurate records and reports and ensuring proactive health and safety management at work.</li> <li>• Understanding the challenges experienced by children in today’s society.</li> <li>• Capacity to ensure a quality service is provided in case work though risk assessment and safety planning including always maintaining confidentiality within the parameters of NTDC’s Child Protection policy, per TUSLA guidelines</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>➤ Integrity and dependability.</li> <li>➤ Empathic nature, people oriented and concern for others.</li> <li>➤ Self-awareness and willingness to learn.</li> <li>➤ Commitment to equality and the ethos/policies of NTDC.</li> <li>➤ Full clean driving licence , use of car as required for work and the ability to drive the Services transport vehicles.</li> <li>➤ Adaptability and flexibility re unsocial hours and multiple sites.</li> <li>➤ Satisfactory police/Garda clearance</li> </ul>	

## TERMS OF EMPLOYMENT

Full-time position - working 37.5 hours per week. This is initially a fixed term contract until 31<sup>st</sup> December 2027. The continuation of the contract is subject to continued need for the service and continued availability of funding. NTDC has been delivering the Childcare Services since 1997 and has consistently received funding for the crèches during that period.

## SALARY

The salary is commensurate with qualifications and experience based on a salary scale of €51,564 - €67,169 per annum.

## Working Week

The working week will be a 37.5 hour week.

**Closing date and time: 12.00 noon Monday, 15<sup>th</sup> June 2026**

For an application form and job description please visit our web-site: <https://www.ntdc.ie/current-vacancies/> or email: [mvaughan@ntdc.ie](mailto:mvaughan@ntdc.ie). Completed application forms alongside your CV can be submitted to Human Resources, NTDC at [mvaughan@ntdc.ie](mailto:mvaughan@ntdc.ie) with the subject clearly marked: Childcare Services Manager Recruitment prior to 12noon, 16<sup>th</sup> June 2026.