

Job Description - Kindergarten Manager

Place of Work: Burren Sonas Kindergarten, Kilfenora, Co. Clare

Times of Work: 30 - 35 hours a week / 38 weeks a year

Remuneration: TBC Commensurate with experience

Closing Date: The position is available immediately

How to Apply: Send cover letter with CV to burrensonas@gmail.com

The Burren Sonas Kindergarten is looking for a committed Kindergarten Manager to lead the the Kindergarten in line with the ethos of the Steiner Waldorf approach.

The Kindergarten Manager reports to the Board of Trustees and will be responsible for implementing, together with the teaching staff, a full educational teaching plan according to the Kindergarten's Steiner ethos.

The ideal candidate will be passionate for the job with an ability to work well with children, parents and staff. A kind and patient manner with children is essential. The goal is to help cultivate the children's interest in learning and be their dedicated ally in the entire process of learning and development.

Main purpose of the role:

- Working directly with the children in the morning Early Childhood Care and Education program (ECCE).
- Ensuring the maintenance of a structured environment and actively contribute to whole-Kindergarten activities and development
- Leading the effective management of staff and resources, working closely with the Bursar in seeking continuous improvement of operating procedures.
- To be a committed advocate of Burren Sonas Steiner Kindergarten at all times in your professional capacity as a member of staff
- Leading the teaching staff in the formulation and maintenance of a robust system for monitoring the children's development in kindergarten.

Management and Administration:

- Working with the Board in establishing a clear direction for the development of the kindergarten through the annual planning process
- Working with the Bursar and Treasurer in the effective day to day management of the Kindergarten's administrative and financial systems and procedures
- Maintain effective and efficient management and organisation of the premises and resources of the kindergarten.
- Lead team meetings when required, and report back to staff when necessary.

- Ensure familiarity with the requirements of Early Childhood Care and Education (ECCE) scheme and remain informed of the statutory aspects and changing policies and practices of the ECCE.

Staff Development

- Leading the professional development of all kindergarten staff through example, coaching, peer support and target setting.
- Appraisal of kindergarten teacher and assistant
- Ensure that appropriate training is delivered to staff, taking into account statutory requirements and developmental needs.
- In association with the Board, take an active role in the recruitment of kindergarten staff when required.

Parental Partnership

- Liaise with parents and ensure good lines of communication with parents in all matters relating to kindergarten.
- Ensuring enquiries from staff, parents and visitors are dealt with promptly and professionally. Handling these where possible, or directing to the appropriate individual/entity
- Maintaining the kindergarten diary and arranging meetings between parents, staff and external agencies
- Working with the Bursar in the ordering of teaching and other supplies in line with the Kindergarten's purchasing policies and procedures.

Admissions

- Implementing the Kindergarten's Admissions Procedure in line with policy
- Handling and coordinating the admission process of children from first enquiry to pupil registration.

Other responsibilities

- To help maintain day to day security and safety of the building and grounds, ensuring parents, visitors and independent contractors follow the Kindergarten's safeguarding procedures
- To develop an understanding of, and work within, the Kindergarten's compliance and legal obligations
- To be aware of and operate within the Kindergarten's policies and procedures and to support their implementation, including the Safeguarding and Health and Safety policies
- Liaising with outside agencies where required; and working effectively with teaching and supportstaff, the Bursar and the Board

- Reporting on Kindergarten data as required, both within the Kindergarten and to external bodies
- Foster and maintain strong links with regional Steiner schools and national Steiner bodies
- As a member of the First Aid Team, administering minor first aid and recording and reporting these in line with Kindergarten policies

Essential requirements

- Minimum level 6 Childcare qualification is required, with a preference for Level 7/8.
- Experience of working in a Kindergarten teaching or management role
- A genuine interest in Steiner Waldorf Education and the ethos of an holistic and creative education. Steiner Waldorf qualification/experience is an advantage.
- Training, knowledge or awareness of Health & Safety, Safeguarding and Child Protection
- Proficiency in common word-processing/email/spreadsheet applications and the ability to quickly learn and use new data systems as required

Skills /Aptitudes

- A highly-motivated, proactive self-starter, willing to learn and understand the different requirements of the role
- Strong administrative and organisational skills
- The ability to undertake normal administrative duties
- Strong communication and interpersonal skills, with the ability to work in a small, close-knit team and to work with colleagues across the kindergarten
- A willingness to play a full part in the life of the kindergarten to support its mission and ethos

To apply contact the Burren Sonas Kindergarten directly.

Email: burrensonas@gmail.ie | Applications can be sent immediately