

ADVERT ID 192399

Manager

Harolds Cross NS

Clareville Road Harold's Cross Dublin 6w Harold's Cross D6WFR66
<https://www.haroldscrossns.ie>



MAIN DETAILS

Status: Deactivated
Level: Pre-School
Date Posted: Tue May 16 2023 12:42:45
Application Closing Date: Tue May 30 2023
Commencement Date: Wed Aug 23 2023
Status of Post: Permanent Full Time

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 2
Total No. of Teaching Staff: 26
Current Enrolment: 396
Droichead school: Yes

POST DETAILS

Additional Information: Harold's Cross NS High Hopes Montessori is an established facility offering excellence in education and a pure Montessori philosophy, with an innovative and progressive curriculum, child led and constantly evolving.

Job Description: Manager / ECCE Teacher
 Hours: 8.30am - 5.30pm Monday to Friday
 Hourly Rate: DOE (and in accordance with the Employment Regulation Order)
 Start Date: 23/08/23

Minimum Requirements:
 Fetac level 7/ 8 qualification
 At least 2 years experience in a management role in a similar setting
 3 years experience in a Montessori teaching role
 Experience/ training in Aistear & Siolta Early Years Framework
 Knowledge & understanding of HSE guidelines, Tulsa and DES inspection processes and Core Funding Model
 Excellent leadership, time management and organisational skills
 Excellent interpersonal skills and the ability to adhere to school policies, procedures and work practices. The successful candidate will work in fully equipped classroom with warm and friendly atmosphere. Fluent written and spoken English required

Additional Requirements:
 Current First Aid certificate
 Child Protection certificate
 Experience / training in payroll, excel & ECCE financial reporting
 3 References
 Garda Vetting

LINC (Leadership in Inclusion) training desired and eligible for Department salary top up
Responsibilities include:
Planning & delivery of the Montessori curriculum each morning.
Organisation of the Homework/Afterschool clubs / activities
Recording monthly fees, handling government funding / grants & implementation government schemes
Ensuring compliance with TUSLA & DES recommendations
Management of staff
Rostering staff, holiday entitlements /& staff appraisals etc.
Liaising weekly with Principal and Board of Management
This list is not exhaustive.

Start date: 23rd of August, 2023

Please note: Only candidates meeting the minimum requirements need apply.

Please email CV, list of referessto
The Chairperson, Board of Management, Harold's Cross NS, Clareville Rd, D6w

APPLICATION REQUIREMENTS

- Application Form
- Curriculum Vitae
- Covering Letter
- References

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19924I
Apply To: Chairperson,
Board of Management,
Clareville Road
Harold's Cross
Dublin 6w
N/A
D6wFR66
County: Dublin
Postal District: Dublin 6W
Enquiries To: office@haroldscrossns.ie
Website: <https://www.haroldscrossns.ie>

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