

ADVERT ID 226357

Director

Ballinamore Childcare CLG

Convent Road Ballinamore

MAIN DETAILS

Status: Active
Level: Pre-School
Date Posted: Wed Oct 16 2024 10:26:38
Application Closing Date: Thu Oct 31 2024
Status of Post: Permanent Full Time

SCHOOL DETAILS

Total Number of Staff: 20

POST DETAILS

Additional Information:

We are looking for a forward-thinking person who is passionate about helping to influence and encourage the development of children, room leaders and assistants in our state of the art facility in Ballinamore.

You will be responsible for creating an environment of collaboration and community, encouraging everyone to thrive.

Our aim is to provide the highest quality childcare in a safe, fun, family focused environment and look forward to watching each child flourish and grow.

Role Description:

Responsible and accountable for the overall management and performance of Ballinamore Childcare Facility
Responsible for staff recruitment and retention including appraisals, training, coaching and development of staff
Regularly audit and maintain all records and files for students and staff
Map out the strategic plans for the future of the facility as it grows and expands to ensure it meets the needs of the community
Direct and support the Operations manager with day to day running of the Facility
Conduct classroom observations, evaluations, and provides feedback that motivates and encourages learning
Manage relationships with State licensors and conducts facility evaluations
Responsible for ensuring accident / incident reporting
Conducts monthly emergency safety drills
Maintain and update policies and procedures
Manage new customer administration and files in compliance with State licensing regulations
Responsible for sourcing of funding / grants, as well as fundraising
Assistance and review of monthly income and expenditure accounts and revenue filings with the accounts administrator.

Requirements / Qualifications:

One or more years of leadership/management/HR experience highly preferred
Childcare qualification highly preferred
Knowledge of State licensing rules and regulations
CPR and First Aid Certification highly preferred
Good working knowledge of Microsoft Office
Proven track record of leading high-performance teams and strong problem-solving skills
Demonstrate strong communication skills

APPLICATION REQUIREMENTS

- Curriculum Vitae

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: recruitmentbmoreccare@gmail.com

Board of Directors

County: Leitrim

Enquiries To: recruitmentbmoreccare@gmail.com

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