

ADVERT ID 228163

## Room Leader

### St Bernards NS

Abbeylara Abbeylara Granard N39K773

<https://abbeylarans.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Pre-School  
**Date Posted:** Thu Dec 5 2024 12:26:27  
**Application Closing Date:** Fri Jan 3 2025  
**Commencement Date:** Tue Feb 4 2025  
**Status of Post:** Permanent Part-Time

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 3  
**Current Enrolment:** 28  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Afterschool Room Leader Required

Duties / Responsibilities

- \* Manage the day to day school age setting (Safety, care and welfare of staff and children)
- \* Plan and implement afterschool activities
- \* Liaise with Classroom Assistant and Board of Directors
- \* Support parents/guardians to access government programmes
- \* Maintain paperwork/policies and ensure their implementation
- \* Update Early Years Hive Portal, oversee child registrations and keep up to date with applications / grants
- \* Ensure compliance with TUSLA and Pobal record keeping requirements.

Eligibility Criteria:

- \* Minimum Level 5 QQI Childcare
  - \* One year's experience in a similar setting
  - \* Strong work ethic, commitment, flexibility and dynamic
  - \* Excellent communication skills, IT and administration skills
  - \* Ability to work on own initiative and as part of a team
  - \* Passionate about working with children
  - \* References Required
  - \* 2pm-6pm (20 hours per week)
  - \* 38 Week Contract; Monday to Friday (as per school calendar)
- Email Application to [stbernardsafterschoolchairman@gmail.com](mailto:stbernardsafterschoolchairman@gmail.com)

#### APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email
- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 15122V  
**Apply To:** Chairperson  
St. Bernard's Afterschool CLG  
Abbeylara  
Granard  
N39K773  
**County:** Longford  
**Enquiries To:** [stbernardsafterschoolchairman@gmail.com](mailto:stbernardsafterschoolchairman@gmail.com)  
**Website:** <https://abbeylarans.ie>

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