

ADVERT ID 98164 \*

## Manager

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### Tigers Childcare

jobs@tigerschildcare.com  
<http://tigerschildcare.com/>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Pre-School  
**Date Posted:** Thu Feb 8 2018  
**Application Closing Date:** Fri Mar 2 2018  
**Commencement Date:** Mon Mar 5 2018  
**Status of Post:** Permanent Full Time

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#### SCHOOL DETAILS

**School Structure:** Other  
**Associated Professional Body:** ECI  
**Total number of full-time staff:** 130  
**Number of children enrolled:** 1300

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#### POST DETAILS

##### Additional Information:

##### Role Description:

As Quality Manager you are responsible for ensuring the quality of our centres is kept at the highest possible standard by carrying out internal audit checks on our Early Years, Pre-School and After School childcare centres.

You are responsible for mentoring recent Level 8 graduates and identifying any training needs specific to their continued learning and development at Tigers Childcare.  
In addition, you are responsible for identifying the training needs of our staff as a whole.

You will report to the Operations Director who will agree the scheduling of your audit inspections with you.

Main challenges of this role are the delivery of high-quality childcare and education, providing professional leadership and support to staff at Tigers Childcare, whilst promoting positive relationships with children, parents and other colleagues, including external parties.

The candidate will travel between our 14 centres in Dublin and Ashbourne to carry out their internal audit inspections and provide mentoring/support.

##### Responsibilities and Duties

Your duties as Quality Manager will include, but not be limited to:

- Supporting and mentoring our team of educators in the development of enriched learning environments
- Supporting and mentoring recent Level 8 graduates in conjunction with their line managers.
- Identifying training needs of our educators and working with Head Office to arrange same.
- Monitoring and assisting in curriculum planning ensuring each service has in place the highest standard curricula in line with Tigers' ethos, Aistear, Siolta and any regulatory requirements.

- Preparing for Tusla, DES & EHO inspections.
- Developing action plans as required.
- Carrying out internal audits, ensuring Tigers Childcare continues to meet regulatory requirements together with our own internal policy & procedures.
- Working with Head Office to ensure that Tigers' policy documentation is up to date and implement changes as necessary.
- Working with Head Office to implement any changes in procedures.
- To attend out of working hours' activities, to include training, staff meetings, parents' evenings and special events as required.

#### Critical Competencies

- Communication skills
- Team work
- Building & maintaining relationships
- Attention to detail
- Flexibility & adaptability
- Problem solving

#### Experience Required

- Minimum of 3 years post qualification experience working in an early years setting, preferably in a supervisory or leadership role.
- Demonstrate in-depth knowledge and understanding of inclusive early childhood education and care
- Understanding and experience of ITERS and ECERS rating scales.
- Understanding and experience of social inclusion and disability issues
- Strong organisational skills
- Ability to provide mentoring and coaching services
- Proficient in MS packages e.g. Word, Excel, together with knowledge of G Suite.

#### Qualifications Required

- Minimum third level qualification at Level 8 (or equivalent) on the National Framework of Qualifications in Early Childhood Education and Care
- Drivers Licence with suitable means of transport.

### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

#### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [jobs@tigerschildcare.com](mailto:jobs@tigerschildcare.com)  
**County:** Dublin  
**Email Address:** [jobs@tigerschildcare.com](mailto:jobs@tigerschildcare.com)  
**Phone:**  
**Website:** <http://tigerschildcare.com/>