

# BALLYHOURA DEVELOPMENT CLG

**JOB TITLE:** AFTER SCHOOL ASSISTANT

**RESPONSIBLE FOR:** The After School Assistant will be responsible for the supervision and care of children accessing the service in conjunction with the Manager. The successful candidate will be involved in preparing, organising and evaluating both educational, recreational and nutritional activities in line with both organisational policy and the requirements of the Community Childcare Subvention programme, as regulated by the Limerick / Cork Childcare Committees and the Department of Children and Youth Affairs.

**LOCATION 1:** Cappamore, Co. Limerick

**LOCATION 2:** Caherconlish, Co. Limerick

**LOCATION 3:** Mitchelstown, Co. Cork

**LOCATION 4:** Caherline, Co. Limerick

**REPORTING TO:** Line Manager as appointed by the CEO of Ballyhoura Development

## Key Responsibilities:

- To work as part of a team in planning children's learning experiences and assist children to gain benefit from these
- To maintain a clean and safe indoor and outdoor environment
- To report any and all child protection and health and safety issues to the childcare manager
- To maintain a professional attitude with staff, children and parents
- To have a full working knowledge and awareness of all Policies & Procedures (accident procedures, reporting procedures and record keeping etc...)
- To maintain and develop a positive and friendly manner at all times
- To model appropriate language and behaviour to the children
- To maintain at all times adequate supervision of the children
- To promote good nutrition and assist in the preparation and delivery of the healthy meal plan
- Observation and monitoring of children's activities
- Assisting the Childcare Manager in keeping individual records
- Preparing food in a safe and clean environment at meal time while keeping individual dietary requirements/ allergies in mind (in line with the Healthy Eating Policy)
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts
- To attend weekly staff meetings as organised by the Childcare Manager
- Any other duties commensurate with the post.

## Person Specification

- a) FETAC Level 5 in Early Childhood Care and Education or equivalent
- b) At least one year's experience in a similar childcare assistant role
- c) Two references from previous childcare positions to be made available upon request
- d) Experience minding children in another setting
- e) Basic IT skills
- f) First Aid certificate desirable

## Terms & Conditions

**Salary:** TBC

**Hours:** Positions of 15 to 20 hours per week are available– Mon to Fri afternoons

**Contract:** Dependent on funding, a fixed-term contract for approx. 45 weeks initially

**Successful candidates will undergo a Garda Vetting process**