



An Cosán is currently seeking a talented **Early Years Manager** for our **Whitehall Early Years Centre**. This role plays a critical part in the day to day running and on-going development of the early years' service.

The role requires an experienced early childhood professional who is committed to providing top quality early childhood care and education to children and families of all socio-economic backgrounds. The role holder should be self-motivated with excellent communication skills and extensive knowledge of the Early Years sector. They will also have experience managing a team.

The Early Years Manager will carry out all tasks related to the management of the Early Years Services. They will be expected work collaboratively with the Project Leader on the development of the service and ensuring the service operates at break-even.

The successful candidate will be flexible, hardworking, a multi-tasker, understand financial information and have experience managing people.

If you enjoy providing quality early childhood care and education to children and families and working as part of a team, this position is for you.

Job Title:	Early Years Manager
Reports to:	Early Years Project Leader
Contract:	Full time, Permanent
Probation:	6 months
Location	Whitehall, Dublin 9

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wraparound counselling services, and empowering social enterprise development. The early years department of An Cosán is significant in size with 7 services in total across Dublin City. Apart from the Whitehall service, there are three services in Cabra and three services in Tallaght. We use the High Scope Approach which is academically proven to have significantly better outcomes for children, and we train our educators in the implementation of this curriculum.

Key Responsibilities

- To carry out the day-to-day management of the early years service in accordance with the curriculum, policies, and procedures.
- To recruit, train, mentor, motivate and supervise all staff within the early years service.
- To market the service to local families, maximise intake of children and to operate a fair and transparent admissions policy.
- To build and maintain relationships with parents, communicate with them individually and in groups to enable the sharing of information about their child's development and information about the service.

- Refer children and their families to outside agencies as appropriate.
- To ensure full compliance of all record-keeping responsibilities (both paper and soft copy) and to monitor and supervise the record-keeping responsibilities of early years educators or other administrators.
- To ensure the service is compliant with all regulatory responsibilities and prepare the service and team for any inspections, including Tusla, Department of Education and Pobal.
- Be responsible for the service's Health and Safety obligations, including but not limited to: food safety, fire safety and insurance requirements.
- To carry responsibility for the service's child protection obligations as documented in "Children First"
- To manage the finances of the service in collaboration with the Project Leader and Finance Team to provide services to children and their families in line with the service's budget.
- To maintain the building in which the early years' service is provided and to bring any issues with maintenance to the Project Leader's attention.
- To liaise with the Project Leader and other relevant people as to the status of the early years' service and to implement any directives set by those people.
- To act as a positive role model to staff, parents, and children.
- To carry out any other responsibilities consistent with the role of Early Years Manager as instructed by the Project Leader or members of the senior management team.

Essential Skills and Core Competencies

- Excellent people management skills
- Excellent organisational skills and the ability to multitask
- Ability to hold responsibility and to take ownership
- Excellent communication skills
- Good report writing skills
- Ability to lead and motivate a team
- Ability to work on own initiative
- Ability to come up with new ideas or solutions to problems and to influence the team to adopt these solutions
- Ability to be flexible and adapt to a new way of working

Qualification, Experience and Knowledge

Essential

- QQI Level 7 or above in Early Childhood Care and Education or Equivalent
- At least three years' experience in early years management
- Experience in working in a medium-sized team
- Working knowledge of the EY sector including funding schemes and inspection requirements
- Working knowledge of early years policies and procedures

Desirable

- Knowledge or qualification in HighScope
- Previous experience in the implementation of curriculum
- Previous experience in change management
- Previous experience or a qualification in mentoring

Application Process

Send completed application form and CV to jobs@ancosan.ie by 5th January 2022.

Interviews are expected to be carried out the week beginning 17th January 2022.