



Job Description

Assistant After School Co-ordinator (part-time)

The core responsibility of the Assistant After School Co-ordinator is to help ensure the smooth and efficient operation of the Afterschool Project so that children can learn and develop in a safe, positive and caring environment.

The Assistant After School Co-ordinator will report directly to the Co-ordinator on a daily basis or in their absence, to the Childcare Manager.

Duties & Responsibilities

- Assist the Co-ordinator in providing a quality service
- Offer unlimited encouragement and support to participating children and their parents and staff, acknowledging progress and teamwork at every opportunity
- Assist participating children with Homework Assignments
- Maintain room, and equipment, to ensure the health & safety of children at all times
- Ensure relevant legislation and regulations are applied
- Assist Co-ordinator in the collection and recording of Fees
- Ensure a good standard of hygiene
- Encourage parents and teachers of participating children to attend organised events where the work and progress of the children can be recognised
- Provide an environment, which ensures the health, safety and well-being of children attending the Centre
- Be vigilant for signs of sexual abuse, neglect, social, emotional and developmental delay and reporting immediately any and every aspect of concern to the Co-ordinator
- Deal with queries and enquiries from parents, children and childcare staff in a courteous and helpful manner
- Maintain strict confidentiality
- Identify areas for expansion or development and help formulate plans to achieve this
- Assist in the keeping of records of all activities undertaken, queries received and resolved, attendance and numbers, and issues of concern or interest
- Identify, implement and promote new ideas or initiatives to enhance the Service
- Participate in further training to advance skills and abilities for the benefit of the Service
- Attend meetings as required
- Perform any other reasonable and relevant duties as may be assigned from time to time
- Communicating immediately to the co-ordinator all matters of a serious and urgent nature.

Person Specification

- Minimum QQI Level 6 in Childcare
- Minimum 3 years work experience
- Ability to work as part of a team
- Kindness, warmth and responsiveness to the needs of children
- Good communication and relating skills with children, staff & parents
- Good sense of humour
- Knowledge of relevant legislation and regulations
- QQI Level 5 in Occupational First Aid
- Garda Vetting
- Understanding of Siolta & Aistear
- Some experience of administration desirable