

Folúntas Príomh Stiúrthóir



Naíonra Cholmcille,

f/ch Scoil an Duinnínigh, Bóthair Faoldroma, Draighneán,
Sord, Co. Baile Átha Cliath

Is ionad luath-thumoideachais é Naíonra Cholmcille do pháistí idir 3-5 bliana d'aois. Is trí mhodh an tsúgartha trí mheán na Gaeilge a fhoghlaimíonn an páiste. Tá dhá sheomra ranga againn le 21 páistí sna seomraí, tá foirgneamh saintógtha ar shuíomh Scoil an Duinnínigh.

Naíonra Cholmcille is an early-immersion setting for children aged 3-5 years. Children learn through play and this is done through the Irish language. We have 2 rooms with 21 children in each room in a purpose built building on the premises of Scoil an Duinnínigh.

Tá Príomh Stiúrthóir á earcú ag Naíonra Cholmcille.

We are looking to recruit a Manager/ Early Years Educator at Naíonra Cholmcille.

25 uair in aghaidh na seachtaine.

25 hours a week.

Dualgais agus Freagrachtaí | *Duties and Responsibilities*

- Bheith freagrach do pháistí ó lá go lá.
Take day to day responsibility for children.
- An scéim ECCE a threorú don Naíonra.
Lead the ECCE Scheme for the Naíonra.
- Chun ardchaighdeán cúram a chinntiú sa Naíonra.
Ensure high standards of care at the Naíonra.
- Curaclam a fhorbairt de réir Aistear agus Síolta.
Develop curricula in line with Aistear and Síolta.
- Pleananna fadtéarmacha, meántéarmacha agus fadtéarmacha a ullmhú.
Prepare long term, medium term and short term plans.
- Caighdeán maith sláinteachais a chinntiú..
Ensure a good standard of hygiene.
- Tabhairt faoi oiliúint de réir mar is gá.
Undertake training as required.
- Polasaí agus nósanna imeachta a athbhreithniú.
Revise policies and procedures as required.
- Cloí leis an Polasaí Cosaint an Linbh Naíonra Cholmcille agus aon imní a thuairisciú.
Adhere to Child Protection Policy of Naíonra Cholmcille and report any concerns.

- Na taifid go léir a choinneáil mar is gá do Phobal agus Tusla.
Maintain all records as required by Pobal and Tusla.
- An Naíonra a chuir i gcéill le linn cigireacht Pobal agus Tusla.
Represent Naíonra Cholmcille during Pobal and Tusla inspections
- Árachas a chinntiú agus trealamh sábháilteachta a chothabháil agus sheirbhísiú go rialta ie. Trealamh Dóiteán etc.
Ensure adequate insurance and all safety equipment is maintained and regularly serviced ie. Fire Equipment etc.
- Caidrimh dhearfacha a leanúnacha a fhorbairt le tuismitheoirí.
Develop ongoing positive relationships with parents.
- Cruinnithe foirne rialta a eagrú.
Organise regular staff meetings.
- Earcaíocht, ionductú, breithmheas agus riachtanais oiliúna don fhoireann a chomhordú.
Co-ordinate recruitment, induction, appraisal and training requirements for staff.
- Dul i gceannas páistí agus baill foirne agus iad a stiúradh i gcás éigeandála.
Be able to take charge and direct children and staff in case of an emergency.
- Rúndacht dhian a choinneáil i gcás na páistí nó a dteaghlaigh sa Naíonra.
Maintain strict confidentiality, any breach of confidentiality about children or their families in the Naíonra.
- Aon dulgais réasúnacha eile a chomhlíonadh de réir mar is gá.
Perform any other reasonable duties as required.

Ag teastáil | Requirements

- Cáilíocht FETAC ag Leibhéal 6 nó níos airde in Cúram Leanaí.
Qualification FETAC Level 6 or above in Childcare.
- Taithí bheith ag obair i suíomh cúram leanaí.
Experience in the Childcare sector.
- Scileanna maithe eagrúcháin agus foirne.
Good organisational and team skills.
- Caighdeán maith Gaeilge chumarsáide.
Good standard of conversation through Irish
- Cumas maith cumarsáide le tuismitheoirí, foireann agus páistí.
Good ability to communicate with parents, team and children.

Má tá suim agat sa phost, seol iarratas, CV agus cóipeanna de theastaisí maraon le 2 litir mholta chuig naionracholmcille@gmail.com roimh 12.00 pm 20 Meitheamh 2020.

Dáta tosaithe 24 Lúnasa 2020

If interested please send an application, along with CV and copies of qualification certificates and 2 references to naionracholmcille@gmail.com before 12.00pm 20 June 2020. Start date 24 August 2020