



DAVENCREST LIMITED



#JOB-2465930

DEPT OF EDU AND YOUTH, Gscoil Ghraíne



Mhao, Grange Rd, Baldoy, Dublin 13, D13

NHC4



No of positions : 1



Paid Position



38 hours per week



36605.00 Euro Annually



28/08/2026



25/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : claudio@kidsinc.ie



Open your camera
app & point here
to view this ad
online



Afterschool Centre Operations Officer

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Job Purpose

Responsible for the day-to-day operations & management of the centre, ensuring the provision of a quality service.

Main Duties

Support employees in developing programmes and activities in response to the needs of the centre

Support staff in implementing the Kids Inc Positive Behaviour Management Policy

Responsible for ensuring the daily numbers are updated as necessary

Maintain close, effective, working partnerships with parents

Manage complaints in a professional manner

Keep parents updated regularly with weekly newsletters

Support parental involvement in the centre wherever possible.

Responsible for staffing levels, recruitment, selection, & induction of staff for your centre

Liaising on a regular basis with HR in relation to staff issues

Ensure all relevant staff records are kept up to date including OWT logs, certificates, training

Sign off on accident reports

Run risk assessments in line with our Policies and Procedures

Ensure impeccable standards of cleanliness, hygiene & infection control are maintained at all times in your centre

Provide appropriate support & supervision to all staff in the centre & maintain accurate records of such.

Liaise with HR in the area of Disciplinary & Grievance procedure, conducting meetings as required.

Ensure that quality standards are maintained at all times

Arrange weekly staff meetings, ensuring that all staff have an opportunity to contribute to the agenda.

Support the senior Afterschool team with essential administration tasks

Key Aspects

Focus on quality standards in School Age Setting & up to date on all relevant policy and legislation.

Live the Kids Inc mission statement everyday

Commit to ongoing personal and professional development supported by peers & team leaders.

General

Ensure equipment for the centre is maintained to a high standard & advise Afterschool

Co-Ordinator immediately of any breakages, wear & tear or replacements needed. Co-ordinate school collections from multiple locations

Balance petty cash on a monthly basis.

Ensure that filing systems which adhere to our GDPR policy are in place

Report to Head Office at the end of each month with the appropriate paperwork.

Person Specification:

A team player who can both lead & work with other employees in the delivery of a quality service.

A commitment to quality through close attention to detail and immediate action in the event of any oversights

Clear and honest communicator, able to provide accurate reports and the ability to understand and accept mistakes.

Creative problem solver who is confident to deal with issues as they arise and report as necessary.

Strong Administration with keen organisational & time management skills

Qualifications and Experience:

Minimum one year experience working as an Afterschool Supervisor in a school setting

Must be pursuing minimum Level 5 in relevant discipline

Must hold a Bachelors degree in any field

- **Sector:** education

Career Level

- Managerial