



Inishowen Montessori Playschools Limited



#JOB-2472790



LITTLE ACORNS, Unit 8-17, Gaelic Parc,
Carndonagh, Co. Donegal, F93 XDD1



No of positions : 1



Paid Position



45 hours per week



18.50 Euro Hourly



01/10/2026



29/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : accounts@mylittleacorns.com



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



School Aged Childcare Deputy Manager

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

Role: School Aged Childcare Deputy Manager

Reporting to: Centre Manager & Company Directors

Essential Qualifications: QQI Level 7/8 Early Years Graduate (or equivalent) & 3+ years in a lead practitioner role

Hours: 45 hours per week

Rate of Pay: €18.50 per hour

OVERALL DUTIES

Report directly to the Manager and act as Designated Person in Charge in their absence.

Assist in staff recruitment, management, training, motivation, and performance monitoring.

Ensure delivery of a dynamic emergent curriculum meeting individual children's needs.

Maintain quality and safety standards across all operations at all times.

Monitor child protection, complaints, incidents, and near-misses; take prompt remedial action and report child protection concerns to Tusla using Children First Guidelines.

Maintain professional relationships with external agencies (TUSLA, Dept of Education, Pobal, EHO, Early Intervention Team).

Serve as Designated First Aid, Fire Safety, and Deputy Child Protection Person.

Facilitate inspections and ensure all required information is provided.

Oversee daily service closing at 6:30pm.

CHILDREN

Provide room relief coverage during staff absences.

Ensure all care and educational delivery is child-centred and aligned with Síolta and Aistear frameworks.

Oversee developmental observations, Aistear assessments, and individual care/learning plans,

including for children with additional needs.

Promote equality, diversity, and inclusion within curriculum delivery.

Ensure compliance with the Child Care Act 1991 (Early Years Services Regulations 2016 / School Age Services Regulations 2018) and relevant standards.

STAFF

Provide direction, leadership, and support to childcare practitioners and students.

Maintain statutory staff:child ratios and monitor daily staffing levels, rotas, and breaks.

Conduct regular staff review meetings and address performance issues in line with company policy.

MANAGEMENT / ADMINISTRATION

Maintain required administrative records, incident/accident logs, fee records, and visitor logs.

Ensure all centre policies and procedures (childcare, employment, health & safety) are implemented and reviewed regularly.

HEALTH AND SAFETY

Ensure health, safety, and well-being of all children and report potential risks or hazards promptly.

PARENTS / GUARDIANS

Maintain professional communication and constructive feedback with parents/guardians.

Organize and host welcome evening sessions for parents and follow up on queries.

TRAINING AND MEETINGS

Attend and encourage staff participation in required meetings and training (e.g., First Aid, Manual Handling).

FLEXIBILITY

Maintain flexibility and complete self-directed professional development as needed.

COMMUNICATION

Communicate clearly and professionally with internal personnel and external stakeholders/agencies.

CONFIDENTIALITY

The person appointed to this job shall not during the period of employment maintain professional confidentiality.

- **Sector:** education

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** Early Childhood Care and Education or Equivalent

- **Languages:** Irish C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy

- **Competency Skills:** Collaboration, Decision Making, Initiative, Management
- **Specialising In:** early years education; school aged childcare education
- **Proximity Locator Distance:** 36 Kilometres