



**Clonea Rathgormack Community Playgroup CLG** is looking for an enthusiastic **Playgroup Manager** to join our wonderful small team of dedicated staff working Full Time on 38 week term time contract.

**PERSON SPECIFICATION: PLAYGROUP MANAGER – Re-Advertisement**

- Early year's educational qualification at Fetac level 6 or higher is desirable.
- A minimum of two years' experience in a playgroup setting.
- Experience as in Management Duties with relevant experience of record keeping pertaining to playgroup operations.
- Experience in managing staff, volunteers and work placement students.
- Knowledge of relevant legislation and regulations.
- Experience of basic financial management in relation to income and expenditure.
- Excellent communication skills.
- Ability to lead and work as part of a team.
- Ability and willingness to be flexible in the provision and delivery of the service.
- Willing to work flexible hours.
- Ability to demonstrate an excellent understanding of the needs of young children.
- Ability to be responsive to the needs of young children, their parents, and the staff team.
- Ability to demonstrate knowledge and expertise of a child centred approach to learning through play based on current best practices and implementation of same within Clonea Rathgormack Community Playgroup CLG.
- Ability to work on own initiative.
- Excellent organisational abilities.
- Open to further training and willingness to engage in personal development opportunities and training in best practice developments.

Salary will be based on level of qualification and years of experience.

**How to apply:** please email CV to [jobatclonearathgormacplaygroup@gmail.com](mailto:jobatclonearathgormacplaygroup@gmail.com)

**Closing date** 23/09/2022 at 12noon