

ADVERT ID 210143

## Manager

### Ennis Montessori School

8 Cappahard Green Tulla Rd Ennis V95 FW13  
<https://www.ennismontessorischool.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Pre-School  
**Date Posted:** Tue Apr 9 2024 09:56:41  
**Application Closing Date:** Fri Apr 26 2024  
**Commencement Date:** Mon May 6 2024  
**Status of Post:** Permanent Full Time

#### SCHOOL DETAILS

**School Structure:** Childcare  
**Associated Professional Body:** ECI  
**Total Number of Staff:** 9  
**Current Enrolment:** 66

#### POST DETAILS

**Additional Information:** Ennis Montessori School is looking for a Service Manager to join our team.

##### About the role:

- The position is a full time role(39 hrs per week). Some flexible working is available upon agreement
- Remuneration is above the current ERO minimums and can be discussed upon application
- 20 days annual leave per year
- CPD is encouraged and often subsidised
- A good working environment
- Other benefits throughout the year

##### Roles and Responsibilities:

- All day to day operations of the business including but not limited to:
- Ensuring the overall safety and well-being of the children using the service in line with all service policies and procedures
- Supporting and assisting and communication with parents/guardians
- Liaising with HSE and Tusla and any other governing bodies
- Reviewing and updating policies/procedures/protocols
- General Human Resource management and Staff supervision of the service staff team on a daily basis.
- Ensuring service plans and standards are implemented by staff team for the benefit of children and families who use the service
- Ensuring staff are compliant with and adhering to all relevant service policies / procedures and protocols
- Ensuring that all relevant day to day records such as Hygiene, Equipment checks and maintenance are up to date and checked and recorded
- Ensuring all online portals / platforms are checked regularly for notifications / requests and submissions of funding applications / child registrations etc

##### The right candidate will:

- Have a Level 7/8 degree (this is preferable but not essential)

- Have experience in leadership and HR
- Excellent communications skills
- Knowledge of IT systems / software packages such as MS Word / Excel
- Have knowledge of the Early Years Hive

If you are interested please send CV's to [ennismontessorischool@gmail.com](mailto:ennismontessorischool@gmail.com).

#### APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email
- Telephone

#### APPLY TO THIS JOB VACANCY

**Apply To:** [ennismontessorischool@gmail.com](mailto:ennismontessorischool@gmail.com)  
  
8 Cappahard Green  
Tulla Rd  
Ennis  
V95 FW13  
**County:** Clare  
**Enquiries To:** [ennismontessorischool@gmail.com](mailto:ennismontessorischool@gmail.com)  
**Website:** <https://www.ennismontessorischool.ie>

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