

Limerick Childcare Committee – Administrative & Childminding Support Worker

Limerick Childcare Committee was established in January 2014 following the merger of County Limerick Childcare Committee and Limerick City Childcare Committee. It is one of 30 Childcare Committees funded by Department of Children, Equality, Disability, Integration & Youth Affairs to support the development of the early years sector.

In addition to supporting the administration of all Government funding programmes for childcare, Limerick Childcare Committee acts as the local ‘one stop shop’ for early childhood services, childminders and parents looking for support with quality development, HR, governance, financial sustainability and continuing professional development.

Job Description

Job Title: Administrative & Childminding Support Worker
Reporting to: Limerick Childcare Committee Manager
Location: Limerick Childcare Committee offices, Croom, Co. Limerick
Hours: Full-time

The Purpose of the Job

To assist in the delivery of actions in the Limerick Childcare Committee Local Development Plan 2023 and the National Childminding Action Plan.

Main Duties

- Providing support, advice and information to Childminders;
- Administration associated with the Childcare Funding Programmes; and
- Provision of information and dealing with general queries.

Person Specification:

The successful candidate must:

- Have excellent interpersonal, telephone, written communication and organisational skills;
- Be prepared to work flexible hours i.e. evenings and occasional weekend time;
- Be proficient in IT and administrative abilities, having experience in data management, spreadsheet, email, etc;
- Have experience working in a support role with adults;
- Have a Childcare Qualification, QQI Level 6 or equivalent;
- Be experienced in dealing with customer queries;
- Be familiar with the work of Limerick Childcare Committee and have an understanding of the childcare sector;
- Have experience of working for a not-for-profit/voluntary organisation;
- Be aware of principles of data protection and understand the importance of confidentiality;
- Have the ability to work on own initiative and as part of a team; and
- Hold a full and clean driving licence and access to a car.

Salary scale: Local Authority Grade 4 depending on experience and qualifications.

Garda Vetting will be required.

The closing date for Completed Application Forms is 4pm on Friday 21st October and should be forwarded with the envelope marked 'Administrative & Childminding Support Worker Post' to: The Manager, Limerick Childcare Committee, Croom Mills, Croom, Co. Limerick.

Late applications will not be considered. Canvassing will disqualify.

Applications may be short-listed based on the information given.

The post is a 12-month contract covering maternity leave.

Limerick Childcare Committee is an Equal Opportunities Employer.