

ADVERT ID 222736

## Manager

### Manorbrook Montessori and Afterschool Club

Monkstown Park Junior School Mounttown Rd Upper Monkstown A96X096

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Pre-School  
**Date Posted:** Mon Aug 12 2024 13:07:56  
**Application Closing Date:** Thu Sep 12 2024  
**Commencement Date:** Mon Nov 4 2024  
**Status of Post:** Substitute - maternity

#### SCHOOL DETAILS

**Associated Professional Body:** ECI  
**Total Number of Staff:** 3  
**Current Enrolment:** 21

#### POST DETAILS

**Additional Information:**  
**JOB SPEC:**

Manorbrook Montessori is recruiting for the position of substitute Manager to cover a maternity leave post. The position however is being offered on a 12 month contract basis. Commencing from November 2024-November 2025. There may be the opportunity to work in another area of the service after the contract is completed. The contract includes academic school holiday break periods. This is a wonderful opportunity for someone to join our team. Excellent salary offer and additional working benefits.

The working hours required for this position are 8am-2pm Monday to Friday. The successful candidate will have 1.5 hrs daily of non-contact time to keep up to date with administration, record keeping and the general day to day running of the Pre-School.

#### OVERVIEW OF PRE-SCHOOL:

Manorbrook Montessori is a part-time Pre-School providing a positive and encouraging Early Years environment to all children who attend. Our Pre-school is a single classroom comprising of 3 teachers in total (one of whom being the Manager) and 21 children. We are located within a Junior School on a large, shared school campus with fantastic outdoor space. The children have access to rugby pitches, astro turf areas and forest walks. Our hours of operation for the Pre-School are Monday-Friday 8.30am-12.30pm, closing for all school holidays.

#### RESPONSIBILITIES, DAY TO DAY: (not exhaustive)

- Positive collaboration with staff, parents and children alike.
- To ensure compliance with all Pre-School and Childcare regulations. DES inspections, Tusla and Pobal.
- Keep up to date with Policies and Procedures.
- Ensure that all staff receive regular support and supervision, performance management and annual appraisals.
- Ensure staff training needs are identified, responded to and that learning is promoted.
- Keep up to date with records.
- Ensure the safety and protection of the children at all times.

-Organise Pre-School viewings with perspective parents/children etc.

#### REQUIREMENTS:

- Minimum FETAC level 6 in Childcare/Montessori or degree in Early Years Education
- Strong communication skills both in person and on social media platforms
- Some experience in a Management/supervisor role.
- Good working knowledge and understanding of Aistear, Siolta, Montessori, ECCE and the Pre-School regulations.

More information available on request.

#### APPLICATION REQUIREMENTS

- Covering Letter
- References
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** Please send CV's via email to our current Manager Esther:  
[esthermanorbrook@gmail.com](mailto:esthermanorbrook@gmail.com)

School Address  
Manorbrook Montessori  
Upper Mounttown Rd  
Monkstown  
A96X096

**County:** Dublin

**Postal District:** Dublin 18

**Enquiries To:** [esthermanorbrook@gmail.com](mailto:esthermanorbrook@gmail.com)

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