



1. Early years practitioner (Maternity Cover – June 2022– December 2022(full-time))

Doras Bui is a community resource centre and early years setting for lone parent families living in the greater Coolock area in situations of disadvantage and exclusion. The role of the early years worker is to ensure the care and well-being of all children in his/her care through the provision of a stimulating and varied programme of play and activities using the High/Scope Early Years curriculum. While each member of staff has a specific job description and responsibilities, they are expected to work as part of a team.

Key duties and responsibilities:

- Working with other team members to prepare the environment before children arrive and ensure it is ready for use when leaving.
- Planning the Daily Routine in conjunction with other staff.
- Advising the Senior Childcare Worker of any matter requiring attention, either relating to a child or to the day to day running of the Programme.
- Being vigilant around health & safety and risk assessment
- Taking part in special events, outings, and visits
- Participating in staff meetings and planning for the smooth running and development of the Early Years' service
- Adhering to the Doras Bui's & Early Years policies and procedures at all times
- Developing relationships with parents based on mutual respect.
- Contribute proactively within the Early Years team for the development of the organisation and fully collaborate with all other members of the team and all staff members within Doras Bui
- Maintain an openness to feedback on one's own performance and a commitment to implementing agreed performance/behavioural changes
- Behave always in ones dealing with colleagues and customers to the highest ethical standards insuring that one treats all those with whom they meet with full dignity and respect
- Perform any other duties that are assigned to you by Management and for which you have been provided with reasonable knowledge and training in respect of such responsibilities
- Participate in specific training relevant to the position

Applications for both posts must have:

- FETAC Level 5 in Early years' education and care.
- 2 years' experience working in a similar setting
- Ability to engage and build positive relationships with children, parents, and staff
- Experience or training in the High/scope curriculum and a good knowledge of Aistear and Siolta are desirable.
- Honest and reliable

- The ability to maintain a professional approach and observe confidentiality at all times.
- Be empathetic and flexible

To apply please send you Curriculum Vitae and a cover letter to louise.mcguirk@dorasbui.ie

Closing date for receipt of application is Wednesday 18th May 2022

Shortlisting of applications shall apply
Gardai clearance is necessary for this post
Annual leave 25 days pro rata