

<b>Title of Post</b>	<b>Programme Assistant (AIM)</b>
<b>Location</b>	Church Road, Mulhuddart, Dublin 15
<b>Employment Type</b>	Part-Time (14 hours) & Fixed Term Contract to end June 2026
<b>Salary</b>	€10,950 - €13,160 DOE (pro-rata salary for 14 hours)
<b>Contact Person</b>	Danielle Gill on 01-8204033 / danielle.gill@barnardos.ie

**Name of the Project:** Barnardos Child and Family Service.

**Address/Location:** Church Road, Mulhuddart, Dublin 15.

### **What does Mulhuddart Child and Family Services do?**

Barnardos have been operating services in Mulhuddart since the 1990s and we work from a purpose-built facility. The Early Years' service works alongside a family support project.

The Family Support project delivers a range of services for babies and children aged from 0 to 14 years and their parents from the project location and in local schools. Some of the services we offer are group work with children, one to one sessions with children, parent/child sessions, breakfast club, home visits, family support, summer programmes.

Children are referred to the services by the HSE, Public Health Nurses, Social workers, other voluntary agencies, schools, GPs, or the parents themselves. All places are allocated according to need.

### **Early Years**

A high-quality Early Years' service is provided for vulnerable children aged between 2 years and up to 5 years and their parents. The early years' programme is underpinned by the High Scope curriculum.

### **Service Classification as per Hardiker model**

The family support and early years' services work with children classified at level 3 and 4 on the Hardiker model.

### **What will the Programme Assistant do?**

Programme Assistants work specifically to support children in the Early Years' service under the Access and Inclusion Model (AIM).

Working days will be Mondays to Thursdays.

## **Programme Assistant Job Description**

<b>Post:</b>	Programme Assistant
<b>Location:</b>	Church Road, Early Years, Mulhuddart
<b>Responsible to:</b>	Project Co-ordinator
<b>Works with:</b>	Children, staff and parents

### **Job purpose**

To provide a safe, child centred environment/experience to children in the context of the service in which you work and appropriate to the role.

### **Core Job Requirements**

- To provide a safe and appropriate environment for children to participate in the service.
- To ensure all children attending the service receive an appropriate level of supervision.
- To support children attending to play and interact positively with other children.
- To be vigilant for signs of physical, sexual and emotional abuse and neglect and any concerns regarding the welfare of children.
- To immediately bring any concerns to the attention of the child's Key Worker and the Designated Person and in keeping with Barnardos Child Protection Policy.
- To record concerns promptly and accurately
- To gather information statistics and prepare reports as required, including administration of databases as appropriate to the role
- To supervise students and volunteers where necessary and to ensure they are aware of all Barnardos policies and compile placement reports as appropriate.

### **Requirements Specific to this Post**

- To specifically support children in the early years service under the access and inclusion model
- To adopt an Anti-Bias approach in the context of the Early Years Services
- To support the Child and Family Development Worker in their work with the children
- To cover breaks and groups with Child family development workers
- To support and engage with all aspects of the Early Years and Tus-Maith curriculum
- To tidy the centre when the children depart, assuring that it is consistent with the requirements of the pre-school regulations

**Note:** This Job Description will be reviewed and updated in line with the needs of the work

## **Programme Assistant Person Specification**

### **Personal Attributes**

- Commitment to provide a quality service to children.
- Good communication and interpersonal skills.
- Awareness of confidentiality and the ability to deal with sensitive issues including child protection concerns.
- Ability to work as part of a team.
- Flexibility and adaptability are essential attributes in this role.

### **Experience**

- Experience of working with children for a minimum of 6 months is essential. (work experience means paid employment, not training courses/student placements)
- Relevant voluntary work may be considered.

### **Qualification**

Recognised qualification (min FETAC Level 5 on the QQ1) that is approved under the Early Years (Pre-school) Regulations.

The post-holder is initially assigned to work in the Early Years' service, in Dublin 15 but may be required in the future to work in other project(s) in the Dublin area in line with organisational needs.

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**We celebrate diversity and are committed to creating an inclusive environment for all.**