

<b>Title of Post</b>	<b>Programme Assistant (AIM)</b>
<b>Location</b>	Knocknaheeny, Cork City
<b>Employment Type</b>	Part-Time (15 hours per week) and Fixed Term contract to end June 2026
<b>Salary</b>	€15-18 hourly – Depending on Experience €11,732 - €14,100 (Pro-rated salary for 15 hours)
<b>Contact Person</b>	Aileen O'Keeffe on 0214307964 / aileen.okeeffe@barnardos.ie

### **What does the Knocknaheeny Early Years' service do?**

The Knocknaheeny Brighter Futures project offers support programmes to children and parents with the specific aim of improving children's capacity to learn and develop, improve emotional well-being and social skills.

The Early Years' service works with children between the ages of 1-5. The early years HighScope Room caters for children between 2 & 3 years and the Tus Maith pre-school service which caters for children between the ages of 3-5.

### **Programme Assistant Job Description**

**Post:** Programme Assistant – AIM – Action and Inclusion Model

**Location:** Brighter Futures, Knocknaheeny

**Responsible to:** Project Co-ordinator

**Works with:** Barnardos Colleagues and service users / children

#### **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**

- The post-holder will specifically support children to attend our early years' service.
- The Programme Assistant will work in both the Brighter Futures Preschool and Crèche, covering staff breaks and leave, and supporting the staff in delivering a high quality service, this post will operate Barnardos 'Best Start' programme for children under the age of five years.

**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 young children for a minimum of 6 months is essential.
- Relevant voluntary work may be considered.

#### **Qualification**

Recognised qualification (minimum Level 5 on the QQI/FETAC on the NFQ) that is approved under the Early Years (Pre-school) Regulations.

The post-holder is assigned to work in the Brighter Futures centres, Knocknaheeny but may be required in the future to work in other locations in the Cork area in line with organisational needs.

**Barnardos is an equal opportunity employer.**

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