



Assistant Branch Manager - Job Description

Job Title:	Assistant Manager
Report To:	Branch Manager
Direct Reports:	Unit Leaders, Seniors, Juniors, Branch Cooks, Trainees & Work Experience Students.
Job Purpose:	<ul style="list-style-type: none"> ▪ To Assist the Branch Manager in the day-to-day running of the centre and to ensure the welfare and needs of the children are met at all times. ▪ To act as a role model for the Company. ▪ To act as the Branch Manager in the Branch Manager's absence. ▪ To keep the Branch Manager / Operations Department informed of any issues. ▪ Ensuring staff are motivated and morale is high.

Key Responsibilities

Staff Responsibilities	
1.	Growing and maintaining a "Best Place To Work For" culture ensuring staff are happy and motivated
2.	Keeping up-to-date information on staff, for example CV's, copy of certificates, holiday records, sickness records etc. Conducting 'return to work' chats with staff
3.	Working with the Branch Manager, ensuring all new staff receive their induction training in their first month. Conducting the 2 month and 12 month appraisals with new staff
4.	Conducting with the Branch Manager, the staff appraisals, setting staff objectives and monitoring these objectives
5.	Managing all staff issues and seeking advise from Operations on all disciplinary / staff issues
6.	Arranging staff training needs by working with the Operations Department and ensuring / encouraging staff to attend
7.	Conduct staff interviews for new staff or internal promotions
8.	Conducting monthly fire drills and informing head office. Responsibility for ensuring your staff have First Aid, the branch has a safety officer and that safety statements are signed by all staff on the premises
9.	Liaising with the Cook regarding our menu and related purchases
10.	Ensuring all staff have a good appearance and are in uniform daily
11.	Ensuring that all staff respect the rights of the children and their parents
12.	Delegating room duties to direct reports and monitoring progress
13.	Ensuring staff pairings occur
14.	Working closely with the Branch Manager and your team, fostering good working relationships with your colleague
Meeting Responsibilities	
15.	Attending the branches monthly meetings and contributing in a positive way
16.	Organising and attending 'parent / teacher nights' or 'moving room meetings'
17.	Attending weekly meetings with the Branch Manager
18.	Attending parent and information evenings and helping ensure the branch is organised and ready
Operational Responsibilities	
19.	Ability to cover and work in all rooms in the branch for example to cover lunches, sickness, etc and as required
20.	Assist the Branch Manager in ensuring your Branch is prepared for an inspection by the HSE at any time
21.	Ensuring adequate staffing (i.e. staff to child ratio) and establishing and monitoring the roster to include adequate lunch and break cover daily. Ensuring staffing is done in a cost effective way i.e. keeping overtime to a minimum
22.	Covering for the Branch Manager for days off, sick leave, etc when requested
23.	Managing all enquires from parents in an efficient and effective manner. Setting up branch viewings as required for the Branch Manager and getting involved in the viewings for the centre
24.	A hands on approach to parent and staff queries, reporting to the Branch Manager
25.	Ensuring that all policies and procedures are followed and all relevant forms, from and for parents, are collected and completed daily. For example, medical administration form, daily report sheet,

	etc
26.	Ensuring that high standards of health & hygiene are maintained and in line with the health & safety legislation
27.	Conducting general cleaning duties of entire branch as requested
28.	Working with staff and the Branch Manager to develop routines / programme and plans for each room in the centre
29.	Stepping in to cover the branch cook when out
30.	Keeping stock at an appropriate level and using them efficiently (i.e. arts & craft, toys, educational equipment, etc)
31.	Ad hoc duties as required

Experience, Knowledge and Qualifications required for Job

Experience	Min of 3 years experience within a childcare centre and at least 1 years managerial experience essential
Knowledge	Childcare knowledge Ability to plan ahead Knowledge of the required Health & Safety and Policies & Procedures standards in the industry
Qualifications	CV should reflect a reasonable level of education Childcare qualification from a recognised childcare college First Aid certified Manual Handling certified
Other Personal Attributes Required	Ability to be a leader A sincere and genuine love of children To be self motivated and ability to motivate others Good organisational skills Computer skills an advantage Excellent interpersonal and communication skills To be flexible and a team player Willingness to attend workshops and staff meetings Initiative and ability to cope under pressure Professional manner at all times

Additional Information

Our team are the key to our success as we work hard to meet the needs of our parents and their children for whom we care. They are dedicated individuals who are driven by the enjoyment and satisfaction gained from caring for children. Here are some of the general qualities we look for in all our people.

- Good communication skills
- Warm, caring personality, good rapport with adults and children alike
- A enthusiastic 'can-do' attitude
- A good sense of team spirit

What we can offer you

- A great salary
- Ongoing staff training
- Opportunities for career progression
- An active staff social programme
- Subsidised VHI group scheme
- Educational Assistance

If you think that you meet the above requirements and are interested in applying then forward your CV to our Operations department to arrange an interview.