

Title of Post	Programme Assistant (AIM)
Location	Knocknaheeny, Cork City
Employment Type	Part-Time (15 hours) and Fixed Term contract until June 2026
Salary	€10,676 - €12,865 (Pro-rated salary for 15 hours)
Contact Person	Aileen O'Keeffe on 021 4307964 / aileen.okeeffe@barnardos.ie
Closing Date	12pm on Monday 25 August 2025
Interview Date	TBC

Information Note

What does the Knocknaheeny Early Years' service do?

The project offers support programmes to children and parents with the specific aim of improving children's capacity to learn and develop, and emotional wellbeing in Knocknaheeny.

The Early Years' service provides a High/Scope toddler crèche and a Tus Maith pre-school service.

The afterschool service facilitates programmes to improve emotional wellbeing and promote school achievement, such as the friendship group, issue based groups and individual support. Partnership with parents and individual support are available for families needing support.

Programme Assistant

Job Description

Post:	Programme Assistant
Location:	Brighter Futures, Knocknaheeny
Responsible to:	Project Co-ordinator
Works with:	Other staff and service users

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 (Preschool) Regulations.

The post-holder is initially 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.