

Title of Post	Programme Assistant (AIM)
Location	Millbrook Lawns Health Centre, Tallaght, Dublin 24.
Employment Type	Fixed term Contract, July 2026
Salary	€10,278 - €12,954 DOE (This is the pro-rata salary for 14 hours)
Contact Person	Sandra Hession on 014525090 / sandra.hession@barnardos.ie
Closing Date	Friday, December 5 th , 2025
Interview Date	Wednesday, December 10 th , 2025 (PM)

Information Note

Name of the Project: Barnardos Child & Family Services,
Address/Location: Millbrook Lawns Health Centre, St. Dominic's Road, Tallaght, Dublin 24, D24 K3EV

What does our service do?

We work in partnership with children, families and relevant services to provide the opportunities for children who are facing adversity to reach their full potential.

We seek to improve developmental outcomes for children aged 2 - 5 years. We seek to maximise the capacity of families/carers to meet their children's needs by offering an early intervention service with targeted support for individual children and a bundle of integrated wraparound family support services for their families.

Specific attention is given to those families where child protection or welfare concerns exist, working with the most vulnerable and disadvantaged families. We specifically focus on parenting skills and child/parent relationships in order to reduce subsequent difficulties for children.

Our overall aims are:

- Increase children's emotional wellbeing
- Improve children's learning and development

What will the Programme Assistant do?

The Programme Assistant will work in the Early Years pre-school service helping to provide a safe, child-centred pre-school environment to children attending Millbrook. This Access Inclusion Model (AIM funded) role will specifically focus on supporting a child and their group to engage in the daily routine and curriculum, while also supporting the children's emerging interests. The post-holder will work closely in partnership with the wider pre-school team to ensure that the pre-school curriculum is implemented and appropriate individual planning & support for children is provided.

Who do we work with?

Barnardos works in partnership with children, families, and relevant statutory & voluntary services to provide the necessary opportunities for children to reach their potential.

Programme Assistant

Job Description

Post:	Programme Assistant
Location:	Barnardos Millbrook Child & Family Services, Tallaght
Responsible to:	Project Leader
Works with:	Other Barnardos 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

- Provide a safe and appropriate environment for children to participate in the service.
- Ensure all children attending the service receive an appropriate level of supervision.
- Support children attending to play and interact positively with other children.
- Be vigilant for signs of physical, sexual and emotional abuse and neglect and any concerns regarding the welfare of children.
- 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.
- Record concerns promptly and accurately.
- Gather information statistics and prepare reports as required, including administration of databases as appropriate to the role.
- 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

- Support Child & Family Development Workers in the planning and delivery of the preschool and early years' service.
- Have knowledge and experience in the area of working with pre-school and early years' children who have experienced trauma and who may have additional support needs.
- Work with relevant staff to prepare and implement individual support plans for children who require additional support.
- Provide appropriate levels of support to ensure the engagement of children in our pre-school and early years' curriculum.
- Be aware of the needs of children in our service and, in line with our Promoting Positive Behaviour policy, provide appropriate Promotion, Induction or External strategies in accordance with the needs of the child.
- Become familiar with the High Scope curriculum and Tus Maith programme and to work with the wider team to support the implementation of this curriculum.
- Assist in general duties related to the preschool and early years' environments including planning, preparation, cleaning, and care of equipment & materials.
- Assist in supervising bus runs to and from the service.
- Assist in home visits as required in relation to the work.
- Assist in pre-entry assessments with parents/carers for the allocation of pre-school and early years' places.

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. Relevant voluntary work / placements may be considered.

Qualification

Recognised qualification (min level 5 on the QQI) that is approved under the Early Years' (Preschool) Regulations.

The post-holder is initially assigned to work in the Millbrook service but may be required in the future to work in other project(s) in the Dublin 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.