



Maynooth University Ollscoil Mhá Nuad

Maynooth University Student Services Early Years Educator Maynooth University Crèche (Specified Purpose)

The Role

Maynooth University is a dynamic public university of approximately 16,000 students. As part of its support for students and staff, the university operates a Crèche. The Crèche is part of the Student Services team, which operates within the Office for Students and Learning.

Maynooth University Crèche is now seeking an enthusiastic & dedicated Early Years Educators to join our team, operating from a modern, purpose-built Crèche in the heart of our North Campus. Reporting to the Crèche Manager, the successful candidate will form part of a small team providing childcare and pre-school services to the children of both staff and students of Maynooth University. Established in 1977, we pride ourselves on offering excellent services with low numbers, in a welcoming atmosphere, with many staff benefits available.

Principal Duties

- To work in close co-operation with the Manager and other team members;
- To act, if required, as a key worker to specified children,
- To ensure the safety, security, and wellbeing of all children in your care;
- To assist in the planning and implementation of an age-appropriate stimulating programme of activities which will enhance the child's natural growth and development;
- To ensure all quality and safety standards are always maintained in the Crèche.
- To guide, observe, stimulate, and supervise children in a safe and caring environment as part of the childcare team.

Care of Children

- To be attentive to the children in your care;
- To deal with issues as they arise in relation to the wellbeing of children;
- To communicate to children at their level;
- To provide personal care if necessary (nappy changing, nose cleaning, toileting, washing);
- To carry out planned and unplanned observations using the observation system and materials.
- To encourage good eating habits.



Training and Meetings

- To undertake first aid training, fire safety and manual handling, food handling courses as required;
- To undertake appropriate training if requested by the Manager;
- To attend and participate at staff meetings as required.

Curriculum/Activities

- To participate and assist in the planning and implementation of daily developmental activities for children;
- To provide opportunities for children to learn in a holistic way;
- To introduce children to the play equipment based on their individual needs.

Health and Safety

- To report any safety hazards/risks to the Manager immediately;
- To refrain from engaging in any activity that poses a risk to you, other members of staff or any child;
- To maintain a safe, clean, and healthy environment;
- To participate in cleaning duties as required.

Administration

- To maintain appropriate records and documents in compliance with the Child Care Act 1991 (Early Years Services) Regulations 2016. Records may include the child's progress, recording observations, accident records, etc.

Member of Staff Responsibilities

- To be a member of the childcare team engaging with the other members of staff working in Maynooth University Crèche;
- To ensure that the rights of the children in the care of the Crèche and their parents/guardians are respected;
- To be flexible regarding working in any of the different rooms or roles in the Crèche.

Communication

- To communicate frequently with the team members, Manager, and parents as appropriate;
- To communicate in a straightforward, accurate and professional manner and not engage in unnecessary social conversations when working and supervising children.

Other Duties

- To be familiar with all policies and procedures of Maynooth University Crèche, and to always adhere to them;
- To adhere to the Child Care Act 1991 (Early Years Services) Regulations 2016, and all other relevant legislation and regulations.

Applicants should note that at certain critical periods, it will not be possible to take significant amounts of annual leave.

The ideal candidate will have:

Essential:

- Relevant qualifications, requires a minimum of FETAC Level 6 Childcare.
- Excellent interpersonal and communication skills, verbal and non-verbal.
- A strong desire to work with children in an early-year's setting and an aptitude for child-centred care.
- Excellent team worker.
- Be flexible to meet the needs of the organisation.



- Fluency in both spoken & written English.
- Garda vetting clearance.

Desirable:

- Minimum 1 year's previous experience preferred (however new graduate applications are encouraged and will be accepted and considered).
- Working knowledge of Aistear & Siolta programme.
- First Aid skills/training.
- Level 8, in Early Childhood, Teaching and Learning.

In addition to the above, the candidate should understand and have empathy with, the mission, ethos and overall approach of Student Services in the University.

Crèche

The Crèche provides a childcare and pre-school service to the children of students and staff of the University, catering for children aged from 1 year up to school going age. The aim is to provide a safe, secure, stimulating environment, which embraces children. Maynooth University Crèche adheres to the "Aistear" curriculum framework and also the "Siolta" framework.

Please find further information on the Creche here:

<https://www.maynoothuniversity.ie/student-services/creche-facilities>

Student Services

Maynooth University Student Services comprises several departments, whose aim is to provide professional and dedicated on-campus services, designed to support, and assist students throughout their time at university. The services are focused on, **Student Support Division** (Student Support Hub, the Advisory Service (Budgeting, Pastoral and Student Advisory) and Maynooth Studentpad), **Counselling**, **Student Helpdesk**, **Student Health Service**, **Healthy Campus**, and the **Crèche**.

"Student Services is an integral part of the University community, enabling the promotion and development of its educational mission. Using a holistic approach, we offer a range of clearly defined services to support and empower students to achieve their personal and academic potentials and so enhance their life's journey. We strive to create a community which is open and caring and where diversity is expected and respected" (Mission Statement).

Please find further information on Student Services here:

<https://www.maynoothuniversity.ie/student-services>

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes,



and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

Plean Straitéiseach Ollscoil Mhá Nuad 2023 –2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: <https://strategy.maynoothuniversity.ie/?lang=ga>

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held on the 16th June, 2025 and remote interviews can be facilitated if required.



- The appointment is expected to be effective from July 2025.

Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Terms and Conditions

Terms and Conditions

Tenure	This is a full time, temporary post for a specified purpose (temporary replacement cover), which is anticipated to cease in July 2026.
Salary	Salary Scale: €31,713 – €38,714 (6 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). This can be reviewed or adjusted from time to time through national agreements.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions. Applicants should note that at certain critical periods, it will not be possible to take significant amounts of annual leave.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:



	<p>https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p>Former Irish Public Service employees - Certain Restrictions on Eligibility</p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Sunday 1st June 2025**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer.

The position is subject to the Statutes of the University.

