

Full Time Manager Position (Maternity Cover)

Job description:

Overview:

Manorbrook Montessori located in Monkstown South Co Dublin, is a Full Time Pre School providing a positive and encouraging Early Years environment to all children who attend. We are a small Pre-school in a single classroom, located within a Junior School on a large, shared school campus with fantastic outdoor space. The children have access to rugby pitches, astro turf areas and forest walks. The Manager will also work directly with the children.

Our hours of operation for the Pre-School are Monday-Friday 8.00am-18.00pm, closing for the Christmas holidays, July and August. The role includes working during the October & February mid-term and Easter break. We will run camps during these periods.

Job Spec:

Manorbrook Montessori is recruiting for the position of substitute Manager to cover a maternity leave post. The position however is being offered as an 11 month contract. Commencing from 27th of August 2026 - July 2027. There may be the opportunity to work in another area of the service after the contract is completed. This is a great opportunity for someone to join our wonderful school. Excellent salary offer and additional working and holiday benefits.

The working week required for this position are 8am-5pm Monday to Friday. The successful candidate will have non-contact time, to keep up to date with administration, record keeping and the general day to day running of the Pre-School.

Skills:

- Minimum qualification in QQI Level 7- Graduate Childhood Care and Education
- Trained in FAR, Manual Handling and Children First (however, additional training will be offered if required)
- Strong communication skills both in person and on social media platforms
- Experience in a Management/supervisor role.
- Interest in sports and the outdoors
- Good working knowledge and understanding of Aistear, Siolta, Montessori, ECCE and the Pre-School regulations.
- Good observational, planning and organisational skills.
- Genuine love of children and Early Years education
- Enthusiasm and creativity
- Have an ability to teach groups of children of varying ages, needs and abilities.
- Good communication skills – written and spoken

Responsibilities:

- Positive collaboration and relationship with co-workers, parents and children alike.
- To ensure compliance with all Pre-School and Childcare regulations. DES inspections, Tusla and Pobal.
- Keep up to date with Policies and Procedures.
- Ensure that all staff receive regular support and supervision, performance management and annual appraisals.
- Ensure staff training needs are identified, responded to and that learning is promoted.
- Keep up to date with records.
- Ensure the safety and protection of the children at all times.
- Organize Pre-School viewings with perspective parents/children etc.
- The list above it not exhaustive and other management responsibilities are required within the role.

Contract length: 11 months.

Hours: 40 per week Monday to Friday.

Start date: 27th of August 2026

Application deadline: Friday June 19th 2026.

Job type: Full – Time, Contract

Experience: 2 years (Preferred)

Salary: Depending on qualifications and experience

Send CV to: manorbrookmanager@gmail.com

Work Location: In person