



ADDITIONAL INFORMATION
Early Years Supervisor
Horizon Sure Start

Location: Horizon Sure Start Larne
St. Anthony's Primary School, Larne

Contract: 16 hours per week – Maternity Cover
26th August – 30th June 2026 fixed term

The Service operates Monday to Thursday 9am – 1pm.

Grade / Salary: D (EY1) - £28,360.80 - £35,811.57 FTE

Horizon Sure Start has been supporting families with children under the age of 4 in Carrickfergus and Larne for almost 20 years. We have a multi-disciplinary team and need excellent creche teams to support our work. We are looking for a self-motivated Creche Supervisor to cover maternity leave.

Initial Specific Responsibilities

As well as leading the team, your role will be very hands-on, changing nappies, feeding babies, soothing children, supporting children with the first separation stages away from mum.

It is a busy crèche and can be very challenging settling babies and supporting children's learning. We offer programmes for mums; the crèche sessions last for 2.5 hours. The crèche is registered with Social Services for 14 children, and we ensure ratios are met; the age range in any crèche session depends on the parents attending the programmes. Therefore, you could have new born babies, 1 year olds, 2 year olds and 3 year olds in the room together.

The crèche requires the successful candidate to be passionate about creating the right environment for the children and linking in with parents to inform them of their child's experience during the session.

This post holder will be responsible for: -

- Leading the creche team, regular support and supervision of staff
- Ensuring all the standards are met to provide a quality care setting
- Planning and delivering a programme of play for different age ranges and learning activities to improve outcomes for children
- Observations and action plans

- Delivering parent and child play programme - this will include stay and play sessions, Rhyme Time, story time and songs
- Working alongside the wider SureStart team to deliver programmes and support families and children
- Building parental capacity, supporting parents respectfully to engage them in their child's learning and development through parent and children's sessions
- Working as part of a team to support positive parenting

You will have received an Early Years Supervisor job description and person specification. This is a generic role in use throughout the organisation which Barnardo's uses when advertising for such roles. When completing your application form, please refer to the skills, knowledge and experience required as detailed in the Person Specification and also any further information included in this Additional Information Sheet. This should be done with an understanding of the context of the service described.

Further to the generic job description, the successful candidate must outline on their application how they meet the following Essential Criteria:

- Minimum NVQ 3 childcare qualification (or equivalent)
- Demonstrable experience of working with children 0-4 in a preschool setting
- Demonstrable experience of supervising staff

The successful applicant for this post will be required to undertake an enhanced Access NI with Child Barred List check. Social Services vetting is also required.