Aoife Halden

Childcare Centre Manager · Early Years

childcare-centre-manager@example.test · Galway, Ireland

Centre operations

95% completed handovers — Share of new-family handovers with required information recorded, up from 80%.

11 improvement actions — Closed by their agreed dates after a centre-wide practice review.

Summary

Manages staffing, enrolment and quality records for an early years setting. Supports room leaders in reviewing practice, keeping family handovers consistent and tracking actions until a named owner confirms completion.

Experience

Childcare Centre Manager

Alder Quay Early Learning

2021-09 – Present

- Planned staffing for four early years rooms with 62 places. Reviewed planned absences weekly and assigned relief staff by role and experience.
- Raised handover completion to 95% across 40 new-family files. Scheduled a named contact to check missing information before each child's first session.
- Closed 11 improvement actions after the practice review. Verified records and delegated follow-up checks before signing off with room leaders.
- Ensured staff could reach the designated safeguarding lead during service hours. Escalated concerns through the centre's reporting process.

Early Years Room Leader

Rowanwake Child Centre

2016-08 – 2021-08

- Led a preschool room team and shared learning updates with families at scheduled reviews.
- Coached colleagues on observation records and referred staffing concerns to the centre manager.

Education

BA Early Childhood Care and Education

Glenross College

2016

Skills

Centre operations · Staff rostering · Family communication · Quality improvement · Safeguarding reporting

Languages

English · Irish