

Sarah Foran

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Professional Profile

Highly motivated and skilled individual, with exceptional interpersonal and communication skills. Excited by new challenges and willing to learn new skills. Known to excel as a part of a team, on own initiative and in a supporting capacity. Experience in retail, customer service, childcare, administration and holds supporting qualifications

Education and Qualifications

<u>Year</u>	<u>Qualification</u>	<u>Awarding Institution</u>
2012	Childcare Studies	Ballyfermot College of Further Education (Level 5)
2011	Leaving Certificate	St. Marys College, Naas.

Career Summary

September 2017- December 2017 Play Together Creche, Crossneen Manor, Graiguecullen.

Childcare Assistant

- Working with the unit leader and senior to develop and maintain routines for the children.
- Ensuring that the routines are followed on a day-to-day basis when possible.
- Managing relationships with parents including those from a diverse background.
- Working closely with the unit leader and senior on all issues relating to the room.
- Delivering high quality care to all children from nappy changes to sleeping routines and feeding.
- Helping with curriculum planning
- Full compliance with all government policy, legislation, standards and procedures.

June 2015- December 2015 Cocoon Childcare, Millenium Park, Naas

Childcare Practitioner

- Devising and executing a wide range of activities central to the care and educational needs
- Managing relationships with parents including those from diverse backgrounds.
- Recording daily record books, room temperature, sleeps sheets etc.
- Recording personal learner journals and group journals
- Delivering high quality care to all children from nappy changes to feeding and sleep routines.
- Carrying out curriculum planning.
- Full compliance with all government policy, legislation, standards and procedures.

August 2014- June 2015

Full-time Nanny

- Devising and executing a wide range of day to day activities to entertain the children and to meet their educational needs
- Developing positive rapport with the children, parents and extended family.
- Maintaining detailed daily records; sleep times, meal times, activities etc.
- Providing high quality care to the children from feeding to nappy changes and sleep routines.
- Food and meal preparation for the children
- Daily house duties; washing, hoovering etc.

January 2012- August 2014 Enquiring Minds Childcare, Clane, Co.Kildare

Room Leader

- Devising and executing a wide range of activities central to the care and educational needs of children aged between 6 months – 12 years
- Organising/preparing structured/organised activities for each week in advance
- Preparing and continually developing and updating portfolios for parents on children's activities and learnings including focus areas.
- Monitoring and documenting progress levels.
- Managing relationships with the parents.
- Delivering high quality care to all children from nappy changes to sleeping routines and feeding

October 2011- January 2012 Tesco Extra, Naas, Co.Kildare

General Operative

- Stocking shelves.
- Unpacking orders.
- Maintaining products.
- Assisting customers.

June 2011 – October 2011 Karinas Hair Salon, Sallins, Co. Kildare

Assistant

- Preparing refreshments for customers.
- Maintaining the salons cleanliness.
- Preparing customers for their salon treatment; washing hair etc.
- Answering phones and making appointments.

Training & Professional Development

Course

2013

First Aid

Fire Safety

Manual Handling

Working with challenging behaviour

2014

Aistear & Siolta Implementation

Awarding Institution

Dx2 Training Solutions

Dx2 Training Solutions

Dx2 Training Solutions

Canavan & Byrne

Canavan & Byrne

Child Protection
2018
First Aid

Dx2 Training Solutions
Early Years First Aid

References available on request