



lastminuteminders.com

Childcare Staffing Solutions

ECCE Facilities



lastminuteminders.com

For all Your Childcare Staffing

About Last Minute Minders

Last Minute Minders was established by Hannah Wrixon while running her own crèche in Limerick. The difficulties that face childcare providers around staffing, in particular maintaining ratios in the event of staff absences highlighted a need for a relief panel of qualified childcare professionals. As a parent of three Hannah also recognised the struggles that all working parents face around childcare and the need for a similar panel of staff in this area.

Last Minute Minders leads the way in recruiting and supplying childcare staff across Ireland and beyond. We can help remove the time and hassle involved in finding experienced, qualified staff for your childcare setting. Currently we are the only company in Ireland that can conduct Garda Vetting in partnership with Barnardos that allows our staff to work in a variety of different organisations.

We have solutions for all childcare settings, including:

- Crèches & ECCE Facilities
- Parents
- Hotels
- Weddings
- Corporate

Contact Details

National Franchise Centre
3rd Floor, Bank House
106-108 O'Connell Street,
Limerick

Telephone: (061) 293 556
Email: info@lastminuteminders.com
Web: www.lastminuteminders.com

Get social and find us on Facebook & Twitter

Last Minute Minders Ltd, The National Franchise Centre, 3rd Floor Bank House, 106 – 108 O'Connell Street, Limerick
061 293556/083 1704464

Email: info@lastminuteminders.com / www.lastminuteminders.com / www.facebook.com/lastminuteminder

VAT Registration Number: 95780050



lastminuteminders.com

For all Your Childcare Staffing

Relief Staffing Solutions

Last Minute Minders has a relief panel of trained, experienced and approved ECCE Professionals to provide relief support as and when required in your childcare setting. We source the minders from our panel, and act as a payroll bureau which means we take care of all of the payroll administration and statutory deductions. This service will help you to effectively manage holiday periods, training days, maternity leave, unexpected absences within your existing staff team, recruitment gaps and awaiting new staff personal checks.

We have a panel of Minders available that can provide relief support from as little as three hours through to 8 weeks - each booking is treated with the same care and consideration. In excess of 8 weeks we have a recruitment service available but you can keep relief minders contracted on a week to week basis for up to 11 months. We know that every situation is different and our service is flexible enough to provide a solution on a case by case basis.

All of our Minders are thoroughly background checked & interviewed giving you the peace of mind to know that having a facility that is fully serviced by experienced professionals that meet legislative requirements. You will receive a pack for each Last Minute Minder that contains the following:

- Garda Vetting
- Copy of all qualifications
- Two verified Childcare related references
- Photo ID
- CV
- Any other relevant certification

Our Garda Vetting is obtained through Barnardos and acts as umbrella vetting. This means that our minders can provide services in different settings and locations when booked through Last Minute Minders.. This is what the HSE have said about Last Minute Minders:

"The HSE has no difficulty with an agency including Last Minute Minders providing staff for a service once those persons comply with the requirements as set out by the regulations."

Please see our FAQs sheet for Childcare Providers if you have any other questions about our Garda Vetting.

Last Minute Minders Ltd, The National Franchise Centre, 3rd Floor Bank House, 106 – 108 O'Connell Street, Limerick

061 293556/083 1704464

Email: info@lastminuteminders.com / www.lastminuteminders.com / www.facebook.com/lastminuteminder

VAT Registration Number: 95780050



lastminuteminders.com

For all Your Childcare Staffing

Recruitment Support

Hiring a new employee for a permanent/contract vacancy is a time consuming yet vitally important process. When you have a busy company and an open position within it, the task of finding your new employee may be met with a feeling of dread. There will be hours spent sorting through resumes and interviewing candidates, which means time taken away from other pressing matters that keep your business functioning.

Last Minute Minders can help remove the time and hassle required in finding experienced, qualified staff for your ECCE facility by providing a complete end-to-end recruitment service. By using this service you can be assured that you hire the highest calibre of ECCE Professionals for your vacancy.

We can help with everything from preparing a Job Specification & advertising your vacancy right through to pre-screening, shortlisting for interview and placement. We will liaise with you to ensure all candidates that come to interview stage meet your specific requirements and are a good fit for both the role and your organisation. We will also support you throughout on-boarding and provide a guarantee that we will replace the person if for any reason the employment terminates within the first three months.

Let us take care of your next permanent childcare recruitment campaign and you will enjoy the following benefits:

- A dedicated Client Account Manager on hand to provide regular updates.
- No need for advertising & sifting through applications.
- Increased chance of finding the right person to meet your specific needs
- Access to our network of ECCE professionals – often the best person for the job is not actively job searching.
- Reduce the impact on your resources - time spent processing applications, conducting interviews, chasing references etc.

Your Account Manager will work in partnership with you and tailor each recruitment campaign to suit your business needs & make the whole process as seamless as possible.

Last Minute Minders Ltd, The National Franchise Centre, 3rd Floor Bank House, 106 – 108 O’Connell Street, Limerick

061 293556/083 1704464

Email: info@lastminuteminders.com / www.lastminuteminders.com / www.facebook.com/lastminuteminder

VAT Registration Number: 95780050



lastminuteminders.com

For all Your Childcare Staffing

Last Minute Minders Rates

All Fees are inclusive of VAT

Relief Support

- Bookings are for a minimum of 3 hours. If you require less than this you must still pay for 3 hours.
- No charge if cancelled up to 24 hours before commencement. You will be invoiced for 3 hours if cancelled with less than 24 hours' notice.
- Invoices are issued weekly and payable within 7 days.
- Last Minute Minders acts as a payroll bureau on your behalf and collects accruals for all employee related expenses such as Employers PRSI, Annual Leave ETC in addition to our fees and commissions.
- We recommend a rate of €10 per hour for Relief Minders. To find out the charge rate for different rates of pay then please contact us.

Type of Cover	Minder Pay Rate:	Hourly Charge Rate:
Recommended Rate	€10 per hour	€15.19 per hour

Recruitment Services

- Invoices are issued on the commencement of an appointment of a minder introduced by Last Minute Minders.
- Invoices are payable within 7 days.
- Last Minute Minders are solely an introductory agent.
- The employer is responsible for payment of the appointed minder and all associated taxes & charges.

Type of Contract	Last Minute Minders Placement Fee:
Fixed Term Contract	€450(duration 2 months – 10 months)
Crèche staff placement	€500(permanent or in excess of 10 months)

Last Minute Minders Ltd, The National Franchise Centre, 3rd Floor Bank House, 106 – 108 O'Connell Street, Limerick

061 293556/083 1704464

Email: info@lastminuteminders.com / www.lastminuteminders.com / www.facebook.com/lastminuteminder

VAT Registration Number: 95780050



lastminuteminders.com

For all Your Childcare Staffing

FAQs

1. Are we covered if we use a last minute minder and we have an inspection?

Answer: Yes, Last Minute Minders Garda Vetting is done through Barnardos and covers each Minder in various different settings. Each Minder will arrive with a placement pack which you should copy and keep with your staff records. Please see Q2 to see what the HSE say about our service.

In addition FAQs for Regulation 8 Management & Staffing states that:

Question: Can a processed Garda Vetting Form be transferable where a childcare assistant employed by an organisation (e.g. Enable Ireland) and is allocated to different pre-schools?

Answer: Yes. As stated above, the person carrying on the pre-school service must request a copy of the processed Garda Vetting Form prior to making any decision about any person [staff/ relief staff/ student/volunteer] being allowed access to children.

2. What do the HSE say about Last Minute Minders?

Answer: "The HSE has no difficulty with an agency including Last Minute Minders providing staff for a service once those persons comply with the requirements as set out by the regulations"

3. Are all Last Minute Minders qualified?

Answer: Yes, all of our Minders are qualified to a minimum of NFQ Level 5 or equivalent in Care, Health or Education, most hold NFQ 6 or higher.

4. Can you request a Minder with a specific qualification or level?

Answer: Yes, we have Minders with all levels of qualification.

5. Can I use a Last Minute Minder whose Garda vetting is being processed?

Answer: Yes, if Last Minute Minders Garda Vetting is still being processed we revert to HSE Standard Operating Procedures which state that:

Should Garda Vetting not be available for each staff member, students and volunteers, evidence which supports that the Garda Vetting was applied for will be requested.

For example a copy of the completed Garda Vetting Form by the applicant and relevant documentation indicating the date on which it was applied for. (We will supply this on request)

6. What is the Last Minute Minders vetting process?

Answer: We interview, reference check, qualification check, Garda vet and require photographic identification as part of our vetting process.

7. How much notice do I need to give if I need a Minder?

Answer: As much as you can!

Last Minute Minders Ltd, The National Franchise Centre, 3rd Floor Bank House, 106 – 108 O’Connell Street, Limerick
061 293556/083 1704464

Email: info@lastminuteminders.com / www.lastminuteminders.com / www.facebook.com/lastminuteminder

VAT Registration Number: 95780050



lastminuteminders.com

For all Your Childcare Staffing

8. What should be in each Minder's Pack?

Answer: Each placement pack should include:

- Garda Vetting
- Copy of Qualifications
- 2 verified Childcare related references
- Photo ID
- Any other relevant certification

9. Can I offer a Minder a job?

Answer: Yes, but you must inform Last Minute Minders and transfer fees will apply.

10. Can you guarantee that you will have a minder available for my booking?

No but we do fill 90% of all bookings. If we are unable to fill a booking you will not be charged & any deposits will be refunded.

11. What if I need to cancel my booking?

Please let us know as soon as possible. No charge applies if booked up to 24 hours before the booking is due to commence. You will be charged for 3 hours if you cancel within 24 hours.

12. What is the legal relationship between me, you and the minder?

The minder is engaged as self-employed contractor,

These are our most asked questions; if you have a question that is not here please contact us and we will try to answer it!