

**Job Title:** Childcare Manager

**Salary:** £22,893.48pa

**Hours:** 37 hours per week, to be part of a flexible shift pattern.

**Fixed term Contract:** Permanent

**Responsible to:** Directors of Childcare with 6 month probation period

**Responsible for:** delivery of high quality childcare provision at Wingate Community Childcare Ltd.

**Main Purpose of the Role**

- To plan and deliver effective daily management of the childcare company, in accordance with Company policy, all relevant legislation, plus local authority and OFSTED requirements.
- To ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.
- To ensure that all agreed quality and safety standards are maintained in the nursery at all times.
- Responsibility for the recruitment and overall management of all childcare and other staff.
- To liaise closely with parents/carers to ensure high levels of involvement and customer satisfaction at all times.

**Duties and Responsibilities:**

**Staff management and development**

- Leads and manages a team, motivating them with a shared sense of direction, pride and energy.
- Responsibility for the recruitment and overall management of all childcare and other staff, including staffing rotas and chairing staff meetings as appropriate.

- Carries out all appropriate checks on new employees.
- Liaises with the Operational Director on HR related issues.
- Monitors all nursery staff and student placements, to ensure the effectiveness of service delivery in line with the nursery's policies, procedures and core values.
- Identifies staff training and developmental needs, planning with the managing director to ensure these needs are met.
- Plans, manages and implements the annual appraisal process, liaising with the managing director on the reward and remuneration.

### **Operational control**

- Develops and manages the operational framework and standards to ensure the smooth running of the nursery at all times.
- Ensures the required standards, ratios and conditions of registration are maintained at all times.
- Monitors occupancy levels to ensure that they are maximised and proactively markets the nursery to meet these objectives.
- Ensures that the nursery's procedures on child protection are adhered to liaising with the Directors.
- Ensures the highest standard of safety and security within the nursery, in particular that security systems are always fully operational and used properly by all staff.
- Establishes all appropriate emergency procedures.
- Responsibility for all health and safety issues within the nursery, ensuring compliance with the Company's Health and Safety Policy and procedures at all times.
- Operates the highest level of cleanliness and hygiene in within the nursery.

- Works with the childcare cook, to ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.

### **Budgetary control**

- Meets the occupancy and revenue targets set by the nursery's directors and manages all day to day costs, to ensure the continued profitability of the nursery.
- Collects and records fees, reporting to the Directors any cases of arrears, in line with policy and procedures.
- Controls and manages the ordering of food, supplies and equipment to required standards and within budgetary limits.
- Establishes and maintains inventories and records of Childcare assets

### **Curriculum development and good childcare practice**

- Ensures that the planning and organisation of a quality educational provision is carried out to meet the Early Years Foundation Stage Curriculum.
- To develop and implement initiatives that support children ensuring their individual needs are met within the group setting.
- Working in partnership with your team, delivers the care standards and educational programme on an on-going basis, taking into account any equality and diversity requirements.
- Monitors and evaluates the effectiveness of the curriculum provided and identifies areas for development.
- Ensures that individual records of all children's educational developmental progress are kept, based on day to day observations.
- Ensures the implementation of the Special Educational Needs Code of Practice and liaises with Durham County Council's Early Years Special Needs Co-ordinator in all matters relating to children with special educational needs.

## **Record keeping and reports**

- Collects and maintains accurate statistical and personal records relating to staff, children and families at the nursery, providing regular reports to the Directors and other relevant parties.
- Ensures safe storage and appropriate access for all information, to guarantee compliance with data protection legislation.

## **Parental involvement**

- Builds strong parent/carer relationships through day to day liaison with parents, resolving any issues or complaints as they arise.
- Encourages the involvement of parent/carers at all levels in the work of the nursery, including regular reviews of children's progress.
- Delivers childcare in a way that meets parents' needs and work in partnership with them.
- Ensuring staff develop and maintain good working relationships with children, parents and carers & other relevant professionals.
- Developing links with other professional services i.e Nursery Advisors, SENCO, Link Teachers etc.
- Attending appropriate meetings with outside agencies relating to the development of the settings as and when necessary.
- Maintaining and developing efficient communication systems, ensuring the flow of information within the team and between all partners.

## **Liaison with outside agencies and other parties**

- Together with the Directors, develop links and a close working relationship with Durham County Council's Early Years Team to ensure that the nursery receives all information and support available.
- Develops a good collaborative relationship with schools in the local area, plus other providers and members of the local community.

- Maintains strong positive relationships with the nursery's neighbours, quickly resolving any difficulties that arise or escalating to the Directors as required.

## **General**

- Attends and contributes regular operational and strategy meetings with the Directors
- Undertakes any other duties within the scope of the post as required.
- Maintains a flexible approach to the work of the company in response to the needs of children, families and staff.

## **Equality Opportunities**

- Carry out all responsibilities and duties of the post with due regard to the companies Equal Opportunities policy.

## **Qualifications, experience and personal qualities required:**

- Ideally NVQ level 5 or equivalent, otherwise NNEB, CACHE level 3, NVQ level 3, or equivalent
- Good level of applied literacy and numeracy
- A minimum of two years working in a management capacity in a group day care setting for children aged 0-5 years
- Knowledge of OFSTED standards and experience of inspections
- Excellent communication skills, both written and verbal
- Knowledge of health & safety legislation
- Achievement orientated with an ability to use own initiative
- Well-organised and works autonomously with minimal close supervision
- Strong people management skills with the ability to lead and motivate a team

- Thorough with strong attention to detail and a commitment to excellence
- Proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities
- Flexible and receptive to change
- Resilience, i.e. maturity, ability to cope with pressure and difficult people
- Ability to influence and negotiate, not just be an 'order taker'
- Hungry to learn – commitment to the job, business and to quality early years care and education
- Ability to balance and reconcile different interests and respond sensitively to varying needs
- Self-confident with strong interpersonal skills
- Willing to acquire new skills and undertake further training when necessary
- Enjoys working collaboratively as a member of a team

**To ensure that all services delivered are of the highest quality by:**

- Ensuring all premises and equipment are clean and well maintained
- On going reviewing, evaluation and development of the service offered.
- Developing good practice within the service.
- Providing effective line management of staff and students within the setting including supervision and appraisal.
- Carrying out the Induction process of all new staff and students.
- In conjunction with the management committee ensure the personal development of all staff.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

**Person Specification: Childcare Manager**

ATTRIBUTE	Essential	Desirable	Method of assessment
<b><u>QUALIFICATIONS.</u></b>	<ul style="list-style-type: none"> <li>NVQ Level 3 ( childcare and Education or early Years Care &amp; education) <b>OR</b> NNEB / CACHE Diploma (Childcare &amp; Education) <b>OR</b></li> <li>BTEC / EDEXEL ( Childhood studies – Nursery Nursing) <b>OR</b> Equivalent.</li> <li>Higher level Childcare or management qualification or willingness to work towards Qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Food Hygiene Certificate</li> <li>First Aid Certificate.</li> <li>NVQ Level 5/6 (Childcare and Education or Early Years Care)</li> </ul>	<ul style="list-style-type: none"> <li>Application form.</li> <li>Proof of qualification.</li> </ul>
<b><u>EXPERIENCE</u></b>	<ul style="list-style-type: none"> <li>Three years previous experience in similar nursery context.</li> <li>Experience of working with children from birth to 5 years.</li> <li>Previous experience of liaising with other professionals to meet the needs of children and to</li> </ul>	<ul style="list-style-type: none"> <li>Five years post qualifying experience.</li> <li>Previous experience of Ofsted Care inspections.</li> </ul>	<ul style="list-style-type: none"> <li>Application form.</li> <li>Reference.</li> <li>Interview.</li> </ul>



	<p>aid the development of the setting.</p> <ul style="list-style-type: none"> <li>• Previous management experience.</li> </ul>		
<b><u>KNOWLEDGE</u></b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of childcare &amp; child development and the needs and characteristics of young children 0-4 years.</li> <li>• High quality in relation to childcare</li> <li>• EYFS Framework</li> <li>• Ofsted regulations and inspections criteria.</li> <li>• An awareness of Health and Safety legislation.</li> <li>• An understanding of the benefits of outdoor learning for all children.</li> <li>• Principles and good practice in relation to children's and families</li> </ul>	<ul style="list-style-type: none"> <li>• Sales and Marketing skills</li> <li>• Knowledge of employment law.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form.</li> <li>• Reference.</li> <li>• Interview.</li> </ul>

	<p>entitlement to equality of opportunity and the provision of an anti bias environment and curriculum.</p> <ul style="list-style-type: none"> <li>• Understanding of child protection procedures.</li> <li>• Awareness of Children's Centre Agenda and commitment to multi agency partnership working.</li> </ul>		
<b><u>SKILLS</u></b>	<ul style="list-style-type: none"> <li>• Ability to relate effectively to staff, children, parents/carers and families.</li> <li>• Capacity to deliver supervision and staff development.</li> <li>• Interpersonal and leadership skills and ability to motivate staff.</li> <li>• Ability to innovate and manage change.</li> <li>• Ability to lead / work as part of</li> </ul>	<ul style="list-style-type: none"> <li>• Proven administrative experience, including handling confidential staff and child records</li> <li>• Ability to manage budgets and financial records</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities.</li> <li>• An understanding of the Foundation Stage curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form.</li> <li>• References.</li> <li>• Interview.</li> </ul>

	<p>a team</p> <ul style="list-style-type: none"><li>• Good communication skills</li><li>• A good role model with the ability to lead and inspire a team, to deliver high quality care and education confident and sensitive.</li><li>• Ability to liaise with outside bodies in a professional manner and meetings in a variety of contexts</li><li>• Be self-disciplined and patient.</li><li>• Excellent organisational and time management skills.</li><li>• A good standard of oral, written skills plus good IT skills such as using</li><li>• Ability to keep clear, concise records and to write reports.</li><li>• Ability to use own initiative, and problem solve to a satisfactory outcome.</li></ul>		
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	<ul style="list-style-type: none"> <li>• Be honest, reliable and flexible with a positive attitude.</li> <li>• Ability to work under pressure without supervision.</li> <li>• Ability to manage and prioritise workload effectively.</li> </ul>		
<b><u>QUALITIES &amp; APTITUDES</u></b>	<ul style="list-style-type: none"> <li>• High personal and professional standards.</li> <li>• Punctuality, patience, reliability and trustworthiness</li> <li>• Enthusiasm and flexibility.</li> <li>• Commitment to equality of opportunity.</li> <li>• Willingness to work outside normal working hours, including evenings and weekends.</li> <li>• A commitment to own professional development.</li> <li>• Passionate about providing outstanding childcare and education.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership, management and effective delegation skills</li> <li>• Flexibility – occasionally, working hours might be changed</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form.</li> <li>• References.</li> <li>• Interview.</li> </ul>

	<ul style="list-style-type: none"><li>• Dedicated to delivering to the company's vision, through 100% commitment and personal drive.</li><li>• Reassuring, calm and quietly confident.</li><li>• Respects others, cares about people's happiness and well-being and is empathic to the needs of others.</li><li>• Commitment to safeguarding and prompting the welfare of children.</li></ul>		
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