

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title: Early Years Centre Manager
Section: Primary
Responsible to: Head Teacher
Responsible for: Management of Children's Centre

Post Ref:
Grade: 11

JOB PURPOSE

To manage and co-ordinate the day to day running of the Early Years Centre on behalf of the Head Teacher

PRINCIPAL WORKING CONTACTS

Head Teacher
Pupils
Staff of School
Parents
Staff of Outside Agencies.

MAIN DUTIES

Manage and co-ordinate all staff teams charged with delivering a range of Early Years education, Childcare and Family Support services

Play a key role as a member of the school's management team in establishing, developing and maintaining a positive ethos which ensures that the needs of the children and staff are well supported

Attend and contribute to management meetings, as appropriate

Provide leadership and motivate staff

Act as the first point of contact for staff working within the Children's Centre

Organise and plan all activities delivered from the Children's Centre

Support quality assurance and quality improvement through monitoring, tracking, evaluating and guiding the planning and delivery of services

Contribute to the positive ethos of the school by establishing effective and positive professional relationships with children, parents, colleagues and agencies which work in partnership with the school and the Children's Centre

Assist with the Staff Development and Review process

Write and contribute to policies as required by the Head Teacher

Organise, manage, requisition and distribute resources as appropriate and within available resources, as directed by the Head Teacher

Develop a range of services to support the involvement of parents and families

Work in partnership with parents and a range of other professionals to support the all-round development and wellbeing of children in the Children's Centre

Ensure safety standards and procedures are established and maintained

Ensure that child protection procedures are followed and that all staff are appropriately aware and informed about these procedures

Chair working groups, lead meetings and workshops and lead in-service training

Liaise and meet with personnel from the Education Department and other DCC departments

Liaise and meet with members of the voluntary and private sectors, as appropriate and with agencies who work in partnership with the school

Cover for staff absence if necessary

Undertake other responsibilities, as appropriate, following discussions with the Head Teacher

Undertake any other duties which may be allocated as and when required.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Early Years Centre Manager

DIVISION/DEPARTMENT SECTION: Children and Families Services - Education - Support Staff

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Hold a BA in Childhood Practice or be actively engaged in and currently working towards the completion of a BA in Childhood Practice	Qualification in Management	Application Interview
RELEVANT WORK/OTHER EXPERIENCE	Proven experience in an Early Years setting Experience of working with parents/carers Implementing suitable programmes of learning experiences for children Current experience of leading a team Leading working groups Experience in leading quality assurance/ improvement within a team	Experience in a range of early years establishments Experience of writing policies Cross agency/sector working Experience of applying Health and Safety policies Experience of assisting the with the Staff Development and Review process	Application Interview
PARTICULAR SKILLS/ABILITIES	Excellent organisational and management skills Ability to use own initiative Good communication and interpersonal skills ICT / Administrative skills Leadership qualities Curriculum development		Application Interview
PERSONAL QUALITIES	Ability to work under pressure Ability to develop positive professional relationships Enthusiasm, commitment, approachability, reliability, flexibility,		Application Interview

	adaptability and understanding of confidentiality Ability to organise and motivate others		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update Registered with SSSC within a specified timescale Evidence of continuous professional development Ability to undertake variable shift patterns		Application Interview