

c/o St. Paul’s Church Community Centre, Church Road, Tupsley, Hereford HR1 1RT

Ofsted registration No: 2509646

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**Childcare Manager Job Description**

Job title: Childcare Manager

Hours to be worked: 30 hours per week, term time only.

Salary: £25,500-£27885 FTE (£21380-£23380/ annum term time) pro rata dependent upon experience

Responsible to: Trustees of St Paul’s Childcare

Responsible for: St Paul’s Childcare staff and volunteers

Purpose of the job: To provide inspirational leadership and management of this highly regarded and busy childcare setting, building upon the strong base already established in order to create outstanding provision while offering the very best in Christian, high quality education and care for children.

Main duties

1. To take responsibility for ensuring the drawing up of long term, medium term and sessional curriculum plans which take into account the requirements of the Early Years Foundation Stage and to monitor the effectiveness of the pre-school curriculum.

2. To be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.

3. To be responsible, with the Senior Leadership Team, for drawing up and supervising the daily program of activities and events.

4. To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed and to monitor the effectiveness of these assessment procedures.

5. To work alongside the trustees in the recruitment and appointment of staff and volunteers. To ensure that the childcare staff, volunteers and resources are effectively managed and that effective staffing systems and procedures abide by employment law and reflect best practice. To be responsible for identifying training needs and requirements and supporting staff with their career development.

6. To ensure all records are properly maintained, including daily attendance register, accident records etc.

7. To be the Designated Safeguarding Leader for child protection in the setting and to ensure that any child protection concerns are acted upon immediately and appropriately.

8. To review the content and implementation of all policies / procedures and review the content of all drafted documents, such as letters and prospectus. To understand all such policies and procedures and be able to answer relevant questions from parents/carers/outside agencies (i.e. OFSTED). To ensure that all policies and procedures are being followed by all staff.

9. To ensure that the setting provides a safe environment for children, staff and others and that equipment is safe, standards of hygiene are high and that health and safety procedures are implemented at all times and are regularly reviewed. This will include being responsible for drawing up appropriate Risk Assessments, reviewing them at appropriate intervals and ensuring their on going completion and compliance. To liaise with the church with regard to any concerns about the premises.

10. To ensure effective communication with parents/carers, informing them about the childcare services and its curriculum, exchanging information about children's progress and encouraging parental involvement. This includes responsible communication in a professional, contemporary and effective way, including on the website and social media.

11. To liaise with the trustees, Ofsted services and other professionals as necessary, e.g. Health and Safety Executive, Local Authority and ensure that all legal and statutory requirements are implemented and appropriate preparation is undertaken in good time.

12.To provide reports as required whilst maintaining the need for confidentiality and working with the statutory guidelines with regard to information sharing.

13.To be responsible for forward planning and the development of the setting in general, in accordance with any changes in legislation, best practice or D of E and Ofsted guidance.

14. To build on and develop relationships with local primary schools with enthusiasm as opportunities arise.

15. To ensure that the Christian faith and values of the church are promoted and visible in the life of the Nursery, Breakfast Club and After School Club. This includes an expectation that the Christian festivals celebrated in St Pauls will be reflected throughout the organisation whilst respecting those of other faiths and none.

16. To promote positive behaviour in the children and their families as well as staff within the setting.

17. To attend in-service training, trustee meetings and general meetings as required or as considered necessary for the fulfilment of the job. To chair staff meetings and lead any in house training which may be considered necessary in order to raise standards.

18*.* To take responsibility for effective management of the childcare services budget, reporting back to the trustees.

19. To communicate the development and vision of the Childcare provision to the trustees

20. To undertake any other reasonable duties as directed by the trustees.

**This is the person specification**

**Essential criteria**

A recognized Level 3 or above in Early Years education and childcare.

A satisfactory enhanced DBS check which confirms suitability to work with children.

Ability to actively engage with, and fully support, the Christian faith and values of St Paul's Church.

Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations.

Sound understanding of the EYFS and ability to fully implement all of its requirements.

Sound understanding of child development and of children's needs.

Ability to lead, manage, encourage and develop a team of staff & volunteers to deliver high standards and results, enabling each staff member to reach their full potential.

Ability to review the content and implement all policies and procedures and other documents and ensure all such policies and procedures are being followed by all staff.

Ability to work with parents and to encourage their involvement.

Ability to communicate effectively with a range of people and agencies, writing clear reports when required and being able to demonstrate good IT skills.

Ability to manage self and work calmly under pressure.

Commitment to ongoing professional development.

Demonstrate professionalism in approach to managing all issues.

**Desirable criteria**

Proven experience of running a similar setting.

A practicing Christian who will actively engage with, and promote, the Christian faith and values of St Paul's Church.

A current Paediatric First Aid Certificate.

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