

JOB DESCRIPTION

Job Title

Childcare Manager

Responsible to

Childcare Programme Manager

Working relationships

- **Internal** - CEO, Deputy CEO, Director of Programmes, Childcare Programme Manager, Organisational Quality and Development Manager, Childcare Finance Administrator, YMCA Trinity staff, students and volunteers
- **External** - Suffolk County Council, Ofsted, agencies and professionals, children and young people and their families and the wider community

Job purpose

- To be responsible for overseeing and sustaining the YMCA Childcare Programme for 0 – 12 year olds across three settings (YMCA Childcare Exning Road, YMCA Childcare Providence and YMCA Childcare Grundisburgh).
- To support the Deputy Managers responsible for each YMCA Childcare site.
- To oversee the management of all areas of the Childcare Programme reporting to the Childcare Programme Manager.
- To provide professional leadership and management to YMCA Childcare Programme.
- To support the Childcare Programme Manager in developing and delivering the YMCA Childcare vision and ethos
- To comply with all H&S, EYFS, OFSTED legislation and any other regulatory requirements adhering to YMCA Trinity policies

Main tasks

The postholder will:

- Ensure the childcare programme meets the criteria for OFSTED to secure and sustain OFSTED registration, facilitating inspections and implementing recommendations.
- Develop and maintain the setting to ensure high quality, inclusive childcare is continually provided.
- Oversee and operate a positive learning environment in line with the EYFS that makes efficient and effective use of resources and offers a wide range of learning experiences whilst reflecting diversity.
- Be responsible for maintaining good communication and promoting a positive team environment within the childcare programme.
- Motivate and lead staff in delivering best practice

and implementing policy to meet the needs of children and their families.

- Foster partnerships with parents/ carers, actively promoting their involvement in their child's learning and shaping and evaluating the development of the setting.
- Promote cooperative working and networking between YMCA Trinity childcare settings.
- Have up to date knowledge and understanding of Early Years practices and current curricula attending training courses as appropriate and ensure staff are updated with new legislation and legal requirements.
- Monitor and evaluate the effectiveness and quality of the services provided, recommending and implementing changes when necessary.
- Provide efficient childcare programme administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies.
- Ensure Health and Safety policies are implemented within the childcare setting and that risk assessments are completed as necessary and ensuring staff are undertaking all appropriate risk assessments for activities, equipment and environment.
- Liaise with outside agencies
- To take responsibility for managing YMCA Childcare Programme budgets sharing responsibility for managing YMCA Trinity Childcare budgets with other Childcare Managers
- Take responsibility for recruitment and induction of childcare staff, students and volunteers.
- In the conjunction with the Organisational Development and Quality Manager develop a suitable training programme for all YMCA Childcare staff in conjunction with other Childcare Managers
- Oversee staff training and support in order to fulfill their role, ensuring that appropriate supervision and personal development is implemented
- Oversee the monitoring of the quality of care and education including through staff observation to ensure children's progress is supported and extended.
- Oversee the supervision and training for apprentices, volunteers, students and work experience placements
- Review and implement marketing strategies in order to maximize occupancy
- Organise regular team meetings
- Implement all organisational and department policies ensuring all staff are complying with them, these include safeguarding and equality and diversity
- Work towards and achieve agreed quality assurance

schemes

- Oversee purchases of food, stock and equipment for the setting
- Ensure excellent customer service is provided and queries or complaints are dealt with in line with the organisation policy
- Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
- Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines
- Offer a commitment to work unsocial hours when required.

Other Tasks

- Any other jobs within the capabilities of the post holder.

PERSON SPECIFICATION

Post: Childcare Manager

Education / Qualifications / Knowledge:	Essential	Desirable	Useful
Educated to degree level or equivalent (or working towards)	√		
A thorough knowledge of legislation, guidance and standards relating to early years provision and childcare	√		
Business management awareness	√		
Extensive working knowledge of the EYFS	√		
A knowledge and understanding of the principles of partnership working and the need to value the views, skills and expertise of others	√		
A knowledge of integrated work procedures	√		
Knowledge and understanding of SEND Code of Practice and safeguarding	√		
Aptitudes and skills:			
Good verbal and written communication skills and ability to relate well to children and adults	√		
Knowledge of Health and Safety at work	√		
Ability to manage, motivate and coordinate staff and volunteers appropriately and effectively	√		
Good organisational skills	√		
Ability to develop and promote partnership working	√		
Able to exercise close attention to detail and maintain accuracy levels	√		
Able to present self and work effectively	√		
Able to work alone and in a team, with good interpersonal skills	√		
Able to communicate with a wide range of staff and external contacts	√		
Good time management and an ability to prioritise	√		
Excellent IT skills	√		
Experience:			

At least three years post qualifying experience working in an early years setting		√	
At least two years management experience		√	
Able to demonstrate the experience of report writing and presentation skills	√		
Experience of working in partnership with other agencies and community groups supporting children and/ or families	√		
Experience of working with a wide range of stakeholders in delivering services	√		
Experience of monitoring and formally evaluating projects/ programmes	√		
Personal qualities:			
Be sympathetic and committed to the Christian aims and purposes of YMCA Trinity Group	√		
Have personal and professional integrity	√		
Have a vision of an integrated and inclusive programme of activities	√		
A genuine respect and regard for children and families, understanding the issues that impact on their lives	√		
To show a commitment and enthusiasm towards achieving positive outcomes for service users	√		
Be able to work on own initiative	√		
Understand and respect the principles of confidentiality	√		
Circumstances:			
Able to work under pressure and work extended and unsocial hours	√		
Full driving licence with access to own car	√		
Physical health:			
Able to meet the demands of the post with or without reasonable adjustment	√		
Equal opportunities:			
An understanding of equal opportunities issues	√		
Commitment to Equal Opportunities legislation and an understanding of, and commitment to work within the principles of diversity	√		

