

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title – Lead Deputy Children’s Centre Manager			
Responsible to:	Children’s Centre Manager	Salary:	£30,193 Per annum Pro rata if part time
Hours:	To be confirmed	Location:	To be confirmed
Date Job Description Last Updated: July 2022		By who: SCCM	

Purpose of post

- As a Lead Deputy Children’s Centre Manager, to take complete responsibility for Children’s Centre Nursery and day to day running of the Children’s Centre
- To Deputise for the Children’s Centre Manager at any other sites/reach areas for which they hold responsibility where appropriate
- As part of the annual business planning processes; to hold a strategic lead across an Ofsted group or area
- To provide effective management and clear leadership to the staff team in the Children’s Centre
- To provide a high standard of service consistent with individual and collective need in accordance with North Halifax Partnership policies and procedures.
- To promote best practice in Care and Education in all services delivered in the Centre/reach area. To be responsive to the identified needs of Centre users and develop community liaison.
- To be responsible for all budgets and forecasting supporting the Nursery element of the Children’s Centre supporting a move to sustainability.

Key areas

- To take a strategic role supporting the Senior Leadership and Children’s Centre Operational Teams to meet performance management targets.
- To lead, motivate and develop the day to day work of the Nursery provision; reflecting North Halifax Partnership policies and to be responsible for maintaining and monitoring high professional standards of care and education within the Centre.
- To support, supervise and coordinate the Senior Early Years Practitioners and other delegated staff; ensuring that staff conditions of service are complied with and a high standard of service is maintained.
- Responsible for decisions regarding the day to day running of the Nursery within the Children’s Centre (see range of duties) and decisions about recruitment and

development of staff. Decisions regarding policy matters, level of charges, budgets, capacity and centre activities will be made in consultation with the Children's Centre Manager.

- To be responsible for the budget allocated to the Centre and for monies raised as part of Centre activities. To ensure financial procedures and systems of delegation are complied with and to maintain correct financial records.

Responsibilities

- To be responsible for day to day running of all aspects of the Children's Centre service delivery
- To be responsible for the management of a Children's Centre Nursery ensuring compliance with policies and practices e.g. Ofsted Standards, Health and Safety and Safeguarding.
- Direct supervision of Senior Early Years Practitioners, each responsible for an area of the Nursery provision and supervision of other delegated staff.
- Delegated budgets relating to the Centre.
- To ensure Safeguarding procedures are implemented within the Centre.
- To be responsible for the day-to-day management of the Children's Centre building/s.

Main duties

1. To work with the Children's Centre Manager to agree delegated responsibility for developing Children's Centre services. This will include day to day running of the Children's Centre and support for any other sites managed (where appropriate)
2. To promote and maintain good relationships with service users, to work in partnership with them and to respond to complaints from centre users, including complaints under formal complaints procedures.
3. To produce reports for a variety of purposes and for a wide range of audiences
4. To ensure that the needs of all children are met and to work in partnership with parents/carers in the care and education of their children.
5. To promote good practice in line with the North Halifax Partnership Equal Opportunities Policy and engender cultural awareness in the delivery of all services, respecting the confidential nature of the work with Centre users.
6. To develop systems of observation, monitoring, evaluation and assessment to inform child profiling and report writing.

7. To be responsible for recruitment, selection and employment of staff. To provide a development environment for staff and identify their training needs.
8. To be responsible for premises, grounds and equipment including security and maintenance, and to ensure the most effective use of the Centre resources.
9. To undertake investigations as required with respect to disciplinary and grievance matters, in accordance with the procedures of North Halifax Partnership.
10. To deliver training to staff and other agencies as required.
11. To attend relevant professional group meetings and to liaise with staff from statutory and voluntary agencies.

Any other duties and responsibilities appropriate and relevant to the post, including:

- To perform the duties specified and other duties as required from time to time under the guidance of the Children's Centre Manager.

PERSON SPECIFICATION

North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.

POST TITLE:		Lead Deputy Children’s Centre Manager
Criteria No	Attributes	Criteria
	Relevant Experience	<p>Essential</p> <ul style="list-style-type: none"> • Substantial work experience with young children and families within a Nursery or Family Centre. • Substantial experience of work involving the planning and delivery of services for families and children • Experience of project development from initial ideas to completion and evaluation • Substantial work experience of managing staff to develop individual and team skills. • Experience of leading teams and an ability to promote and support staff health, safety and welfare. • Substantial experience of supporting staff to deliver the curriculum to a high standard. • Demonstrable experience of managing a budget to meet key targets and report on any variance • Experience of managing complex safeguarding issues in line with policy and procedure; working with relevant partners as needed • Experience of planning and delivering training to small or large groups. • Experience of sharing and developing good practice across a number of childcare settings <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a Children’s Centre
	Education, qualifications and Training Attainments	<p>Essential</p> <ul style="list-style-type: none"> • Must hold an approved qualification in early years (level 3 or above) as defined by the Department for Education on the Early Years Qualifications (list published on GOV.UK: https://www.gov.uk/guidance/early-years-qualifications-finder which also includes information on overseas qualifications). • Level 5 qualification in leadership and management or the commitment to undertake study to that level once in post • Educated to GCSE Grade C or above in English (or equivalent). • Demonstrable continued professional development and a willingness to undertake relevant training to update skills. <p>Desirable</p>

		<ul style="list-style-type: none"> • Leadership and Risk Management in Child Welfare.
	General and Special Knowledge /Ability	Essential <ul style="list-style-type: none"> • Ability to work strategically with key partners to develop the Children’s Centre agenda • Working knowledge and understanding of relevant legislation relating to the care and education of young children • The ability to relate theory to practice in the provision of care and education for young children. • Ability to manage change. • A good standard of administrative skills with the ability to analyse data and performance to produce reports for Stakeholder Locality meetings, North Halifax Partnership Board and senior managers. • Excellent oral, written and numeracy skills. • Knowledge and understanding of Children’s Centre Core Purpose. • Ability to work flexible hours, which may include occasional weekends and evenings. • Willingness to undertake enhanced DBS check. • Must be eligible to work in the UK. • Ability to travel in connection with work.
		Desirable <ul style="list-style-type: none"> • Full UK driving licence and use of a vehicle or ability to move between sites as needed.