

POST TITLE : Child Care Manager
GRADE : Band 8
REPORTING RELATIONSHIP To the Headteacher
JOB PURPOSE : As a senior member of the school team provide day to day management of the wrap around care and learning facility
POST NO

Job Evaluation Reference No. C2068

MAIN DUTIES/RESPONSIBILITIES

1. Ensure a high quality standard of work with the children is maintained at all times.
2. Ensure ongoing reviews or reports of social, emotional, intellectual and physical development of children in attendance are available as and when requested.
3. Ensure that a satisfactory balanced diet is provided for children's healthy eating as per the School Healthy Food Standards and School Food policy
4. Share responsibility for the preparation and programmes of work and duty rotas for staff, with particular responsibility for the direct programme for children and their families.
5. Supervise the work of the wrap around childcare staff and participate in personnel matters such as interviews and staff discipline.
6. In cooperation with the School Admin. Staff, assist with financial aspects of the wrap around provision which may include petty cash and accounting for fees. Assist in the organisation of fundraising activities, charity events sale of children's books, clothing, and other items held by the school.
7. Support staff in the self-review process and take responsibility for a defined aspect of improvement and development.
8. Assist in the maintenance of records of attendance, sickness, accidents and annual leave of staff. Maintain records of all staff.
9. To take responsibility for the Administration of Medicines and act as Lead First Aider.
10. Liaise with the school senior management for the ordering of provisions, equipment etc. adhering to school protocols and budget guidelines.
11. To liaise with staff providing, or brokering learning provision to ensure safe systems are operated regarding the care of children and to be responsible for their welfare while on the school premises
12. To liaise with senior management to organise the provision of learning spaces for after school activities.
13. To supervise/manage and develop all members of your team effectively. This includes carrying out the School Performance Management Review process and continuing development of skills and knowledge to improve the standard of care.
14. To carry out your duties as both a manager and employee in line with the School Equality Policy and Race Equality Scheme.

15. To fulfil your health and safety management role as detailed in both the Corporate and School Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
- 16 To be fully supportive of the school ethos and denominational background.
17. Any other duties of a similar nature related to this post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING and ALCOHOL POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Date :

HEIGHINGTON CE PRIMARY SCHOOL
PERSON SPECIFICATION - CHILDCARE MANAGER
Job Evaluation Reference No. C2068

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Cache diploma in nursery nursing, BTEC national diploma in childhood Studies, NVQ Level 3 in Early Years and Education or equivalent qualification		D1	Advanced diploma in childcare and education.	
	E2	Professional/Supervisory Management qualification		D2	NVQ Level 4 in Early Years Care and Education	
				D3	TDLB Awards	
				D4	First Aid in the Work Place	
				D5	D32/33	
Experience & Knowledge	E3	Minimum 5 years post qualifying experience which includes 2 years experience in a day care setting		D6	Working in partnership with other sectors	
	E4	Knowledge of Early Years Education				
	E5	Understanding of the requirements of OFSTED				
	E6	Experience of managing a budget and financial control systems				
	E7	Experience in working with parents and voluntary sector				
	E8	Experience of working within a range of childcare settings and provisions for 4-11 years				
	E9	Experience of co-ordinating children's activities				
	E10	At least two years experience of managing a team of staff including performance management				

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E11	Ability to work in partnership with staff and clients as well as stimulate, educate and care to the needs of children				
	E12	Ability to work under pressure to tight deadlines on a number of different projects				
	E13	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports)				
	E14	Ability to form and maintain appropriate relationships and personal behaviour with children.				
	E15	IT Literate, capable of using MS Word / Excel and office packages				
	E16	Ability to produce original and creative ideas for playing and learning				
Personal Attributes	E17	Flexible approach to a fast changing working environment				
	E18	High degree of motivation for working with children and young people				
	E19	A commitment to ongoing training and development				
Special Requirements	E20	Comply with the School Safeguarding Children Policy				
	E21	Flexible approach to working time arrangements to occasionally work outside of normal hours				

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References