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Title of Job: Day Care Manager  
Department: Education  
Section: Little Ellies

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Grade: PO1

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### JOB DESCRIPTION

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PERSON REPORTS TO: Head Teacher/Deputy Head/Assistant Head

PERSON SUPERVISES: Day Care staff, students and volunteers as required.

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#### PURPOSE OF JOB:

- To lead and manage high quality day care provision 0-3 / 3-5
  - To plan and provide an outstanding environment that meets the requirements of the EYFS and Ofsted
  - To effectively lead and manage staff team
  - To manage a resourcing budget.
  - To monitor, review and analyse children on roll, considering vacancies and planning for new admissions of children to ensure there are as few vacancies as possible.
  - To work alongside other professionals to provide effective and flexible family support.
  - To contribute to the development of the Centre's Day Care services to children and families.
  - To collaborate with the school cook, and nutritionist and monitor healthy menus
  - To be aware of Child Protection and Safeguarding policies and monitor and report to Safeguard meetings.
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#### EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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#### DUTIES AND RESPONSIBILITIES:

1. To take day-to-day managerial responsibility for the extended day 0-3/3-5 provision and school holiday provision.
2. To plan staffing schedules for each week to ensure compliance with Ofsted requirements.
3. To promote high expectations and professionalism from all members of the staff team.

4. To manage the quality and delivery of services offered by the staff team.
5. To plan CPD opportunities for all staff in line with their Performance Management including holding Supervision meetings with all staff.
6. To plan support and manage the induction of new children.
7. To update literature to parents on a regular basis.
8. To monitor records of all fees and costs paid by parents.
9. To organise and manage meetings with parents/carers.
10. To involve parents and carers in the Centre's service delivery and development program, plans and activities.
11. To operate and manage a key worker system within the team, working to meet the best interests of the children.
12. To organise educational visits which support the development of children and ensure the school's policy is adhered to.
13. To manage meal times, activities and rest periods.
14. To manage, maintain and regularly audit resources and ensure the learning environment is stimulating and safe.
15. To organise and provide a wide range of indoor and outdoor play, care and educational activities and experiences for children, appropriate to their individual age, stage of development, interests and abilities.
16. To organise and deliver regular team meetings including training, planning, evaluation and review.
17. To manage and comply with School Health and Safety procedures, LA policy.
18. To manage the physical safety and well-being of the children and to record all accidents to children or self in the accident book and to adhere to administer basic first aid and comfort children for minor injuries.

## **TEACHING/LEARNING AND CARE PROVISION**

**Day Care Managers are expected to have sound knowledge of EYFS Statutory and Non Statutory Guidance**

To work to ensure that day-care practice and family support services in the day care promote and support each child's abilities, interests and wishes in a way that integrates care, education and health; promotes inclusion; and values and reflects children's diverse cultures, languages, backgrounds, home situations and family structures.

1. To implement and follow the guidance and expectation of the EYFS document.
2. To follow the school's policy for Child Protection and Safeguarding children and liaise with the Early Years Lead, Line Manager and Safeguarding team.
3. To care for children and actively promote their physical and medical health, intellectual development, welfare, safety and security, working alongside parents/carers.

4. To support, observe, record and monitor children's social, physical, intellectual and emotional development, independent learning, self-esteem and self confidence in order to help children achieve their full potential.
5. As a Lead Manager, to monitor the planning, recording, and evaluation of each child's development needs, through the observations and assessment systems used.
6. To work in partnership with other staff at the Centre and other agencies.
7. To work with other staff, parents and carers, to plan and record activities, themes and events.
8. To develop, monitor and review the EYFS curriculum in order that practice in the nursery can be used as a model for other providers.
9. To encourage the autonomy of each child and friendship between children; to supervise and encourage independence at meal time, toileting and packing away.
10. To promote care and consideration between children and to others through positive behaviour management.
11. To promote positive images of disabled children and adults and work in an anti-discriminatory way.
12. To keep such records and write reports as required.
13. To involve parents and community with activities held in the Centre.
14. To work with and help implement the recommendations of other professionals working with the children using the Centre, for example, by assisting children on a one-to-one basis to carry out exercises recommended by a Speech Therapist.
15. To refer children to the SENCO for consideration of specialist services etc.

#### PERSONAL AND PROFESSIONAL

1. To be an excellent role model and carry out all duties in a highly professional manner.
2. To communicate effectively.
3. To promote learning culture both through work with children and families and through being a reflective practitioner.
4. To maintain an excellent record of attendance and punctuality.
5. To foster positive relationships and work in partnership with all stakeholders.
6. Such other duties, within the competence of the post holder, which may be required reasonably, from time to time.



<p><b>QUALIFICATIONS:</b></p> <p>Recognised childcare qualification (including NNEB, B/TEC CC, CSS (Childcare and NVQ Childcare and Education Level 3). Desirable to have degree qualification in Childcare or Leadership &amp; Management.</p>	<p>Certificate</p>
<p><b>EXPERIENCE:</b></p> <p>Prior experience in working within a similar role such as supervisor or Deputy Manager.</p> <p>Experience of working with children aged 0-5's.</p> <p>Experience of working with disabled children, children in need and children with special educational needs'.</p> <p>Experience of working with parents and carers.</p> <p>To be able to combine the day-to-day role of a Nursery Officer with the post.</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>To carry out basic care of children and to keep the Day Care provision clean, tidy and in order whilst remaining responsive to the children and maintaining well-being as a priority.</p> <p>Ability to work confidently with parents and carers and a range of different professionals.</p> <p>Ability to reflect on own practice.</p> <p>Good literacy and numeracy skills and ability to devise and record stimulating and appropriate program of activities and experiences for children.</p> <p>To observe, build a child's profile and plan effectively for their learning and development</p> <p>Ability to work on own initiative and to know when to help, or refer onto others.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>Be able to undertake a variety of tasks during a working day, to work with children of differing ages, stages and abilities in different situations, alongside other staff, parents/carers, students, trainees and volunteers.</p> <p>Ability to build relationships with children and to closely with and support parents and carers.</p> <p>Ability to recognise the needs of small children and the implications of living and working in a multi-ethnic, multicultural environment.</p> <p>Ability to work flexibly on a Rota basis.</p> <p>Ability to work under pressure, priorities tasks and use own initiative and supervise staff.</p> <p>Ability to work with minimal supervision, priorities tasks, use own initiative and supervise staff.</p>	<p>Interview</p> <p>and</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Fit enough to carry out normal childcare tasks and to lift children and light furniture and equipment.</p> <p>Please state on your application form qualification held with details of relevant work placements. The successful candidate will also be expected to provide a copy of their certificate before confirmation of appointment.</p>	<p>Application Form</p>