

Job Profile Executive Head of Childcare Services

Position Details	
Post	Executive Head of Childcare Services
Service Area	Early Help and prevention
Reports to	Principal Advisor for Early Years
Grade	PO7
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> To be responsible for the general day to day management of childcare provision within three local authority maintained nurseries To lead in developing the ethos, policies and practice of the centre with particular regard to ensuring high quality early education, childcare provision and also integrated community provision To be responsible for Ofsted inspection of the childcare and early education

Main Responsibilities
<p>Service Planning & Delivery</p> <ol style="list-style-type: none"> To ensure the quality and standard of early years education and care is established and constantly monitored To lead the Senior Management Team, in undertaking the annual self-evaluation and planning process for the childcare in each of the children centres. To be responsible for the administration, security and organisation of the childcare provision within the nursery To be responsible for the monitoring of all children's progress, identifying individual needs and co-ordinating delivery of services from staff and other professional agencies for children with additional needs To be responsible for the childcare Nursery development plan in consultation with all stakeholders ensuring standards are met and maintained and policies are in place as required To promote inclusion for all children, ensuring children access all areas of the Early Years Foundation Stage curriculum and to liaise with and work in partnership with a wide range of professionals and agencies, as required

7. To understand and comply with the Council's and Education Service's equal opportunities, sickness, environmental and health and safety policies and procedures

Early Intervention & Safeguarding

1. To be the named Designated Child Protection Officer responsible person for child protection within the childcare provision and where agreed for the nursery, to put in place policies and procedures that ensures the identification and onward referral of children who may be at risk of harm.
2. To proactively deal with any safeguarding issues that arise through the delivery of childcare provision
3. To ensure that the Childcare provision works in partnership with professionals across the services & liaising with other agencies
4. To ensure that staff and service users are aware of their duty to safeguard children, providing them with guidance & advice on child protection as well as family & community issues

Management role

1. To lead, manage and support staff effectively on a day to day basis to enable all to carry out their professional responsibilities
2. To be responsible for supervision, performance management and monitoring of childcare staff including annual and mid/end of year performance appraisals in line with Haringey policies and procedures
3. To develop an appropriate skills mix across the staff team, leading on the recruitment of childcare staff in line with HR policies of the Local Authority
4. To work flexibly. This will involve travelling across the borough and operating from a range of venues and delivery sites. Some evening and week-end work will be required

Financial and administrative

1. To be jointly responsible with the Executive Head of Children Centre Services for the day to day management of the budgets for the Centre's budgets; to prepare, monitor and review revenue and capital budgets and all external funding streams, ensuring the budget is managed in accordance with Haringey Standards of Financial Management and is reported as required.
2. To be responsible for ensuring the regular collection of childcare fees, planning, monitoring and implementation of the childcare budget
3. To be jointly responsible for the financial planning and forecasting of the Centre

budgets.

4. To ensure the centres are fully prepared for Ofsted inspections

Physical Resources

1. To be jointly responsible for the Children's Centre premises and environment and agreements around the use of the premises by other agencies and groups
2. To maximise the current and future utilisation of the premises and grounds, compliant with the objectives of the Children's Centre model, Council policy and user requirements.
3. As required by current Health & Safety at Work legislation, council and departmental policies monitor and maintain safe and effective practices including periodic risk assessment of buildings, equipment, grounds and procedures and implement necessary change as soon as possible.
4. To have key holder responsibility and be available outside of working hours if required by emergency services or council requirements.
5. To ensure all Health & safety requirements and policies are in place and met and have overall responsibility for the security and safety of the building(s) and staff / users

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

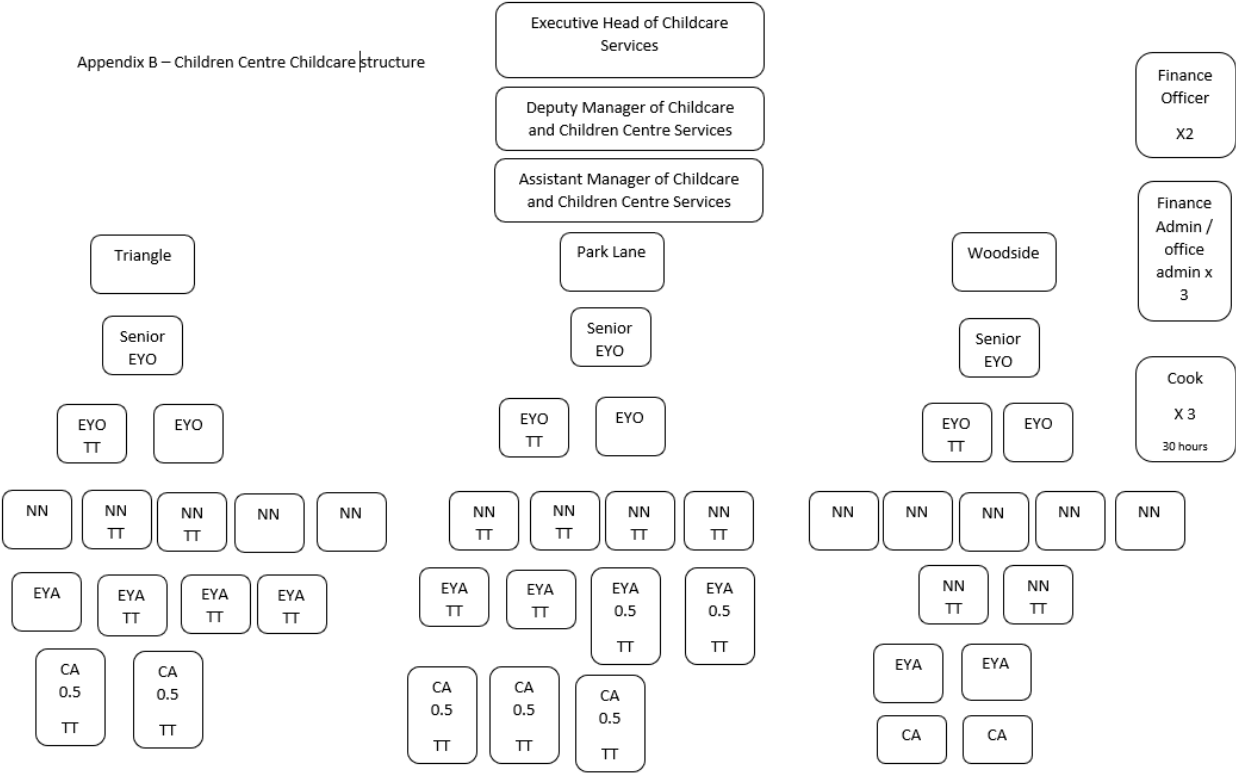
Knowledge, Qualifications, Skills and Experience	Essential/ Desirable
Experience <ul style="list-style-type: none"> • Level 3 Childcare Qualification or Equivalent • Management experience/understanding of integrated childcare and education service within the Public Sector • Financial planning and budgets to include effective application and compliance with financial procedures • Experience and understanding of Ofsted inspections • Commitment to continuing professional development 	Essential Essential Essential Essential Essential Essential
Skills / ability <ul style="list-style-type: none"> ▪ Supervising, motivating and leading staff team ▪ Receive, understand and convey information and ideas using skills in oral and written communication and presentation ▪ Team work, group work skills ▪ Time management ▪ Planning and organisational skills include record keeping 	Essential Essential Essential Essential Essential Essential
Knowledge <ul style="list-style-type: none"> ▪ Excellent knowledge of the EYFS and child development ▪ Legislation and procedures relating to childcare and education including; Children's Act 2006, child protection procedures, SEN code of practice, registration and Ofsted inspections ▪ How to support and develop effective team work ▪ Know and understand the relevant policies and procedures for the recruitment, retention and development of staff ▪ Importance of parental and community involvement ▪ Understanding of the respective roles of the agencies involved in the support of families ▪ Requirements of Health & Safety procedures and the principles of the Council's Equal Opportunities Policy. 	Essential Essential Essential Essential Essential Essential Essential

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure

Appendix B – Children Centre Childcare structure



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
			X	
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	50%
Audio typing.	No		Crisis or conflict situations.	Yes	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
Responsible for Children's centre checking account for fees. No cash payments received.
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: