

Deputy Childcare and Children Centre Services Manager

Position Details	
Post	Deputy Childcare and Children Centre Services Manager
Service Area	Early Help and prevention
Reports to	Executive Head of Childcare Services/ Executive Head of Children Centre Services
Grade	PO5

Role Purpose
<ul style="list-style-type: none"> • To be part of the senior management team and to work closely with the Executive Head of Childcare Services to ensure the general day to day management of childcare within the three local authority maintained nursery provisions, ensuring high quality provision. • To work under the direction of the Executive Head of Childcare Services and deputise for him/her as and when required. • To deputise for the Executive Head of Children Centre Services when he/ she is sick or on annual leave • To participate in developing the ethos, policies and practice of the centres with particular regard to ensuring high quality early education and childcare provision

Main Responsibilities
<ol style="list-style-type: none"> 1. To assist the Executive Head of Childcare Services in meeting Ofsted requirements for inspection 2. To assist the Executive Head of Childcare Services and Executive Head of Children Centre Services in monitoring and setting the centres' operating budgets 3. To lead staff to discuss, assess and review children's development in order to plan for their next steps and to ensure that the needs of all children are met through the planning process 4. To be involved in the identification and delivery of training for childcare staff, including support and mentoring as required 5. To share responsibilities with the Executive Head of Childcare Services in the supervision, performance management, including capability and disciplinary and professional development of the childcare staff. 6. To lead on the sickness monitoring process of the centre in line with Haringey Council policies and procedures. 7. To assist the Executive Head of Childcare Services in implementing and monitoring departmental and nursery safeguarding policy and practice particularly in the identification of suspected child abuse. 8. To assume responsibility for safeguarding in the absence of the Executive Head of Childcare Services 9. To be responsible for admissions, welfare and progress of all vulnerable two year old free entitlement children and ensuring smooth transition into 3&4 year old places in other settings.

10. To support the Executive Head of Childcare Services and the Finance Officer with the administration of childcare fees
11. To contribute to the Nursery's self evaluation process and the construction of the Nursery Development Plan in consultation with appropriate
12. To have key holder responsibility and be available outside of working hours if required by emergency services or council requirements.
13. To work flexibly. This will involve travelling across the borough and operating from a range of venues
14. To understand and comply with the Council's and Education Service's equal opportunities, sickness, environmental and health and safety policies and procedures
15. To undertake any temporary duties consistent with the basic objectives or duties of the post.

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
<p>Experience</p> <ul style="list-style-type: none"> • Working in Early Years service providing an integrated service of care/ education and family support. • Involvement and awareness of Ofsted/ Day Care inspections. 	<p>Essential</p> <p>Essential</p>
<p>Skills / ability</p> <ul style="list-style-type: none"> • Ability to prepare information for staff, parents stakeholders both in written and oral presentation. • Create and use computer based systems inclusive of word processing, spreadsheets and data bases. • Conflict management and problem solving skills • Staff supervision 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Excellent knowledge of child development and learning and related theory and practice. 	<p>Essential</p>

<ul style="list-style-type: none"> • Legislation and procedures relating to Children’s act 1989, SEN code of practice, registration and Ofsted inspections. • Effective team work. • Promotion of parental and community involvement. • Understanding of the respective roles of the agencies involved in the support of families. • Good practice in all elements of the management of an Early Years service. • Requirements of H&S, food hygiene practice, procedures. • Demonstrate a commitment to and carry out duties with regard to the principles of the Councils Equal Opportunities Policy. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Executive Head of Childcare Services</p> <p>Executive Head of Children Centre Services</p> <p><u>Other Information:</u></p> <p>This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
<p>Please provide organisation structure chart.</p>

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	5%
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.	Yes	100%
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 at heights / on ladders, roof work.	No	
Teaching, or responsibility	Yes	100%	Outdoor work involving	No	

for, children.			extremes of temperature.		
Electrical hazards.	No		Control and restraint.	No	