Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

Child Day Care & Crèche Manager
Job Description

Job Title:	Child Day Care & Crèche Manager
Managed by:	Chief Executive Officer
Responsible for:	Supporting parents attending activities at Sunshine Children's Centre Charity by caring for their children in the on-site crèche.
Hours:	35 hours per week Full-time to manage our new facilities.

Sunshine Children's Centre Charity is an established charity who have facilitated over 120 students into a range of education courses including Family Learning, Paediatric First Aid, NVQ Admin, Childcare and more with an additional 275 computer students last year. We have 367 volunteers supporting the charity and over 422 local family members. We have an on-site OFSTED registered crèche for learners to use and OFTED registered for 22 full Child Day Care places. We have achieved a Grade 1.0 with CACHE as our accredited certification body and deliver our own classes in Children's Workforce Development & Teaching and Learning in Schools.

Purpose of the post

The Child Day Care & Crèche Manager will:

Support parents, carers, grandparents and friends-carers in the Sunshine Children's Centre Charity area of Watford and surrounding area, particularly among disadvantaged groups and work to meet the objectives of specific projects. Line Manage and work with other childcare workers at the charity Head Office at 83 Market Street, Watford. Ensure children's needs are reflected in the planning and delivery of services and reflect the EYFS areas of learning.

Provide accessible information to ensure parents receive the support they need in order to increase opportunities and strengthen family life, bringing better outcomes for children.

Sunshine Children's Centre Charity
Chief Executive Officer: Andrew Waite
83 Market Street, Watford
Hertfordshire WD18 0PT
Tel: 01923 330763
Charity Registration Number – 1126230
Email: ceo@sunshinecharity.com

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A guidance model of Early Years Childcare Working is in the Surestart Children's Centre Practice Guidance (DFES 2006 section 3) & The Early Years Foundation Stage document (2008).

Main Responsibilities for: "Child Day Care & Crèche Manager"

- To provide crèche cover during session times and manager a Child Care team.
- Observe and monitor children's play activities.
- Observe & monitor staff performance and training needs.
- Manage records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct staff, parents and children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organise and participate in recreational activities, such as games.
- Manage preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Manage financial contributions from parents and possible childcare budget.
- Manage suitability of toys and materials to ensure order in activity areas.
- Establish a routine to sterilize bottles and equipment and keep childcare areas clean and tidy. Sanitize toys and play equipment.
- Dress children and change nappies (intimate care policy applies).
- Ensure that staff perform housekeeping duties such as checking and tidying the play areas, footpaths and sweeping up before or after activities.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Illustrate clear boundaries to staff and children. Recommend or initiate other measures to control behaviour, such as caring for own clothing and picking up toys and books.

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- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' and Designated Senior Person's attention.
- Work within Child Protection parameters.

General

- Manage accurate and up to date registers and records of children and activities undertaken using monitoring forms and enter data electronically if needed.
- To participate in line management meetings and performance management objectives.
- To undertake all duties with regard to the organizations' Equal Opportunities Policy and procedures.
- To attend Sunshine Children's Centre Charity core team meetings or training and other meetings as required as directed by your line manager.
- In order to deliver a responsive service a degree of flexibility is needed.
- Saturday working could be necessary at times for Open Days & team meetings.
- To complete the OFSTED SEF for approval with the Chief Executive Officer.

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Person Specification

Essential

- NVQ Childcare level 6 or above
- Excellent communication, interpersonal and social skills.
- Experience of working with young children and awareness of child protection issues.
- Understanding of the Sure Start initiative, Birth to Three Matters (2002 – DFES), Every Child Matters, OFSTED, Early Years Foundation Stage Curriculum, the Disability Discrimination Act (1995 amended 2005) and other appropriate policies.
- A willingness to attend group facilitation skills training.
- An ability to empathise with parents/carers of small children.
- A non-judgmental way of working.
- Committed to equal opportunities' principles and practice.
- The ability to hold professional boundaries – retaining sensitivity to the needs of others.
- Ability to work on your initiative and as part of a team.
- Basic computer skills and report writing.
- Willing to undertake an Enhanced CRB check
- Knowledge of child development issues and what can affect a child's development.
- An understanding of the needs of parents, young children and families, ideally through personal experience.
- Experience of working in a nursery or crèche environment.
- Experience of managing a team of childcare workers.
- Thorough knowledge of Child Protection and safeguarding issues.

Desirable

- A second language which might reflect the needs of local communities.
- Current First Aid Certificate
- Food Hygiene Certificate
- Available to work flexibly including some weekends

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EQUALITIES

- Understand and value the diversity of the communities served by Sunshine Children's Centre Charity.
- Ensure that the Centre provides equality of access to opportunities to learn and develop for all children and families.

CRIMINAL RECORDS BUREAU

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

- The post is FULL TIME; contracted through Sunshine children's Centre Charity (www.sunshinecharity.com) Hours of work will between 7.30am-7pm Monday, to Friday and subject to change with notice. Sunshine Children's Centre Charity conditions of service apply.
- Flexibility in the hours of work will be necessary in order to meet the needs of the service. Additional hours may be required on occasion in negotiation with the Chief Executive Officer. This could include working Saturdays.

ORGANISATION CHART

- The Chief Executive Officer has direct line management responsibility.
- Please refer to the developing Organisational Chart
- Sunshine Children's Centre Charity has a clear vision that has been developed through Trustees & partners.

SUPERVISION

- Accountable to the Chief Executive Officer.

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WORKING ENVIORNMENT

- Working with very young children in a variety of settings may require additional cleaning and tidying, especially around your own workspace. Responsibility for keeping the office workspace is everyone's responsibility.

Job Details

Full-time 6 month fixed term with a review to extend.

35 hours per week – year round (2 weeks to be taken during annual closure at the end of year).

Rate of pay: £12.50 per hour, holidays to be agreed with Line Manager.

Sunshine Children's Centre Charity is a family friendly organisation.

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