

Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

Deputy Childcare Manager Job Description

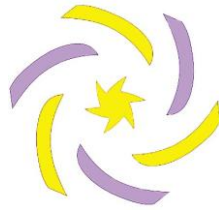
Job Title: Deputy Manager (& Room Leader)
Managed by: Childcare Manager
Responsible for: Supporting children attending sessions at Sunshine Sunshine Nursery & Daycare (inc. crèche if parent on-site).
Hours: Between 8am-6pm (to be agreed) initially a 1 year contract.

Sunshine Children's Centre Charity is looking for a Deputy Childcare Manager, minimum qualification of level 6 (Yearly Years Professional status). The successful candidate will work alongside the current staff team of Manager, Room Leaders, Childcare Workers and other casual staff and learners on placements to create a happy, fun and stimulating environment where children can develop to their full potential. A high degree of organizational skills and emotional stability are required to deal with enquiries, statutory and administration functions. You will show enthusiasm and willingness to continue to learn and develop professionally and follow our internal policies / procedures ensuring the day to day safety and wellbeing of the children is maintained at all times. You will be Line Managing the Room Leaders who in turn manage their own Childcare Workers, ensuring all children's basic and development needs are met, following guidelines using the Early Years Foundation Stage (EYFS) to plan, prepare and supervise activities that will both interest and stimulate the children's development. You will also Line Manage the dedicated cleaner for the childcare areas to ensure the rooms are clean at all times. You will have a responsibility of ensuring all children feel safe and secure and you will build relationships with their parents / carers. For more information on Sunshine Children's Centre Charity please visit our website – www.sunshinecharity.com – and request an application form by clicking the "job vacancies" tab – **CV's will not be accepted.**

Purpose of the post

The Deputy Manager will support all childcare staff and report to the Childcare Manager (Chief Executive Officer). The successful candidate will work with other Room Leaders and Daycare workers within three childcare rooms (Tiger, Giraffe & Zebra) at Sunshine Nursery & Daycare. The charity Head Office and Nursery is based at 83 Market Street, Watford WD18 0PT. You will ensure that children's needs are reflected in the planning and delivery of services. Ensuring that children's needs are reflected in the planning and delivery of services. To produce 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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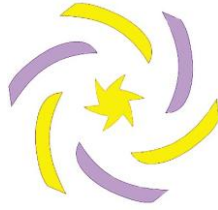
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A guidance model of Early Years Childcare Working is in the Surestart Children's Centre Practice Guidance (DFES 2006 section 3) & The Early Years Foundation Stage document (2008).

Main Responsibilities for: "Deputy Manager"

- Manage the childcare in the absence of the Childcare Manager (CEO).
- Manage childcare staff hours and Rota making effective cost-saving use of time.
- Ensure that staff produce records on individual children, including recording of daily observations and information about activities, meals served, and medications administered.
- Advise other staff and instruct children in health and personal habits such as eating, resting, and toilet habits.
- Ensure that all policies and procedures are strictly followed by all childcare staff
- Keep a record of complaints received by parents and evidence of how matters are dealt with and resolved.
- Be a Designated Senior Person for Child Protection, liaising with the CEO on concerns.
- Participate in the interview process for subordinates where possible with the Childcare Manager (CEO).
- Ensure all staff i.d. badges and uniform are worn and up-to-date, including CRB forms.
- Ensure visitors are adequately supervised and escorted when on-site.
- Manage purchase requests for childcare items through the purchase order system.
- Enter invoices and ensure childcare payments are received.
- Ensure child records are held and are up-to-date.
- Produce statistical information as requested i.e. ethnicity, ages, hours, staff ratios, etc.
- Write or follow Risk Assessments for every activity or event in advance, being clear stating who is responsible for which part of the Risk Assessment.
- Be responsible for adhering to and where possible advising on administering medicines, including working with the SENCO to support individual children with medical needs.
- Be part of improvements to all policies and particularly the Child Behaviour Policy.
- Establish and maintain explicit instructions for parents who fail to collect at the appointed time.
- Produce a procedure on a fictitious event of a "missing child".
- Be aware and implement the Evacuation Procedures in an emergency including Fire Drills and following the Business Continuity Plan.
- Identify possible infection issues before they develop.
- Line Manage a childcare cleaner for thorough cleanliness at all times.
- Be a named Key-holder for emergency contact.

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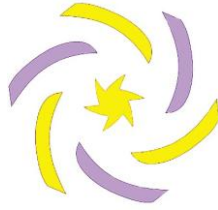
Person Specification

Essential

- Qualified level 6 Early Years Professional
- Excellent communication, interpersonal and social skills.
- Experience of working with young children at Room Leader level and experience as a Designated Senior Person for child protection issues.
- A willingness to attend training (Continued Professional Development).
- Strong management flair in directing staff and dealing with attendance/ return to work issues.
- An ability to empathise with parents/carers of small children.
- A non-judgmental way of working, retaining professional duties under the Children's Act.
- Committed to equal opportunities' principles and practice.
- Enforce acceptable professional boundaries for staff.
- Ability to work on your initiative and as part of a team.
- High level computer skills, excel spreadsheets, website, formsite and report writing.
- Available to work flexibly including some weekends (Children's Parties, Open Day, Parents Evening, etc)
- Willing to undertake an Enhanced CRB check
- Awareness 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.
- 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.
- Extensive experience of working in a nursery or crèche environment.
- Current First Aid Certificate
- Food Hygiene Certificate

Desirable

- A second language which might reflect the needs of local communities.



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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 be between 8am-6pm. 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.

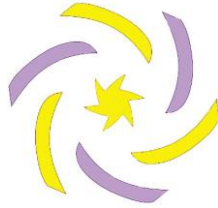
ORGANISATION CHART

- The Childcare Manager 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

- Line Managed by the Childcare Manager
- Accountable to the Chief Executive Officer.

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WORKING ENVIRONMENT

- 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 1 year fixed term (would consider job share)

40 hours per week (on a rota with other room leader)

Term Time between 8am – 6pm (1 hour lunch)

Between £10-£12.00 per hour depending on experience, holidays to be agreed with Line Manager (2 weeks during closure Dec/Jan)

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

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