# ROLE SUMMARY

**Job Title: Deputy Children’s Centre Manager (Nursery)**

**Reporting to: Children’s Centre Delivery Manager**

**Responsible for: A variety of Nursery and support staff (as agreed on an individual basis)**

**Updated: 1st April 2017**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality.**

This role covers six main areas of responsibility:

* ***Management*** establishing and maintaining an effective working team. To contribute and take responsibilities with the decision making as part of the Nursery Management Team
* ***Development and delivery of services*** provideprofessional leadership and management for the designated nursery as part of the Children’s Centre core purpose
* ***Financial activities*** working within agreed budgets and seeking opportunities to reduce costs and develop income opportunities
* ***Information Management*** provide effective communication, collection of data and evidence to demonstrate the impact of service delivery
* ***Partnership Working*** identifying, building and maintaining strategic partnerships work with stakeholders and parents to effectively promote company vision, culture and targets
* ***Asset Management*** to manage and take responsibility for the security, resources and equipment

## Responsibilities

#### Key Results Area One: Management

* To provide leadership and management of a multi-disciplinary team, on a day-to-day basis in the Nursery by organising and contributing to the safe and efficient management, development and administration of the setting. This will include professional supervision and employment matters
* To deploy staff as required to ensure adequate staff levels to cover for absences and peaks in workload in line with contract compliance
* To carry out staff appraisals and manage performance and behaviour
* Delegate work to staff and manage their workload and output
* To manage, oversee and promote the development and training of staff to optimise staff competence
* Recruit and induct new staff in line with policy & procedure
* To undertake the role of Safeguarding Lead for the nursery
* To be responsible for volunteers and students with agreed placements within the Nursery
* To deputise for the Children’s Centre Delivery Manager as and when required or in his/her absence

***Key Results Area Two:***  ***Development and Delivery of Services***

* Optimise and oversee the Nursery to ensure efficiency in service delivery, to ensure high standards of organisation care, learning and education within the Nursery, in line with the Early Years Foundation Stage.
* To contribute to the creation and development of new initiatives to compliment the Children’s Centre Core Purpose
* To understand Health & Safety issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre Health & Safety policy and procedures
* To understand child protection issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre safeguarding policy and procedures
* Develop, implement and monitor a Nursery business plan that will underpin delivery of the outcomes required against the Children’s Centre Core Purpose
* To clearly and concisely communicate objectives to Managers and Support Staff within the Nursery so that they remain informed of business activity and of their required contribution towards the business plan
* Report to the Children’s Centre Delivery Manager on progress and issues that may arise
* To contribute to policy and procedural decision-making regarding the Nursery
* Effective use of the Nursery, promoting and engaging parent/carers in the successful admission and transition for children and families
* Own and resolve customer enquiries and complaints and report on progress
* To ensure high standards of organisation care, learning and education within the Nursery that meet the Ofsted legal requirements and contract requirements, responsible for meeting the targets set in the contract around 2,3 & 4 year funding
* To ensure that the setting is inclusive, and allows everyone to be themselves (so far as this does not interfere with other individuals` rights to be themselves), and enables all children to develop to their full potential
* Organise and chair delegated meetings with your team members and also with external partners
* To attend and contribute to case conferences and professional meetings around the child as appropriate
* To actively promote the engagement of the local community in service design and delivery

#### Key Results Area Three: Financial Activities

* Delegated responsibility for the development of a cost-effective and sustainable Nursery strategy, including monitoring occupancy, identifying income streams, efficiencies and implement improvements to make the nursery sustainable.
* Structure, monitor and provide feedback on designated budgets
* To ensure that Halifax Opportunities Trust financial regulations and procedures are complied with

#### Key Results Area Four: Information Management

* Support the development of protocols, procedures, processes and tools for data analysis
* Support the development and implementation of an effective and efficient use of the Cezanne HR system
* To oversee the performance management systems that are in place, measuring the outcomes against agreed Early Years Foundation Stage Performance Indicators and contract targets
* In conjunction with Managers and Support Staff for the Nursery, evaluate outcomes and lead the designated team to improve service delivery
* To monitor data and information to support the Key Performance Indicators of the Contract
* To prepare and deliver progress reports and self-evaluation to Contractor, Area Manager, Senior Management and Area Advisory Board regarding service delivery for the designated area within delegated timescales
* Delegated responsibilities for the maintenance of the administration systems to collate data and evidence to demonstrate the impact of service delivery and audit requirements.
* Delegated responsibility for the updating of the Nursery Self-Evaluation Form and documents required for the Nursery Ofsted inspection
* Responsibility for the moderation and tracking of children’s development and implement strategies to raise quality of learning and education
* Delegated responsibility for the management of effective monitoring systems, including rotas, occupancy and supplements
* Attend meetings, briefings and training sessions relevant to Children Centres and share this information within your team

#### Key Results Area Five: Partnership Working

* Identify, build and maintain effective relationships with external agencies
* Support and oversee innovative methods of working with internal and external agencies for producing relevant outcomes
* Ensure that data and information is shared between agencies appropriately to support positive outcomes for children and families in line with policies and procedures
* Identify and implement appropriate communications to relevant stakeholder groups
* Establish and develop collaborative relationships and effective communication within and across the organisation including attendance at appropriate meetings, including safeguarding.
* Establish and develop collaborative partnerships outside the company that market and engage HOT and CC brands, images and values
* Communicate with customers to keep them up to date with current issues

#### Key Results Area Six: Asset Management

* Responsible for the management of the security of information retained by the Nursery Team
* Delegated responsibility for the maintenance of the buildings in line with the lease agreements for designated area
* Designated key holder responsibilities
* Delegated responsibility for the up keep of asset registers for the Nursery
* To have delegated responsibility for the monitoring and safekeeping of mobile phones, laptops, cameras, ID badges and diaries used by reporting staff
* To be responsible for the care and maintenance of equipment and resources needed to carry out the duties of the post

***Personal Development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend and complete actions from regular Supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required
* Work flexibly to meet the needs of the Service including, evenings and weekends
* Maintain up to date knowledge regarding legislation

## *Interfaces*

|  |  |
| --- | --- |
| *Internal*:   * HOT Trustee Board * Nursery staff team * Children’s Centre management team | *External*:   * Families, members of the local community * Professional colleagues in other agencies working with local children & families * Persons in connection with supply of goods and services * Schools, nurseries * National and regional support organisations * Students on placement * Service users – children and their parents/carers |

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of Halifax Opportunities Trust and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.