

The background of the page is a complex, abstract geometric pattern composed of various shades of grey and purple, creating a sense of depth and movement through overlapping planes and lines.

**Job Information Pack
Early Years Education
Manager**

Our values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title: Early Years Education Manager
Meadowside and Stepping Stones**

Reports to: Head of Early Years Education

Background

A new opportunity has opened up for an exceptional leader within YMCA Dulverton Group. We are looking for the right candidate to oversee and manage our two village Pre-school's.

Meadowside is a 22-place setting situated within the grounds of West Leigh Infant School in Backwell. Meadowside has a fantastic reputation locally. Meadowside provides wrap around care for the children of West Leigh School and offers places for children between 2-8 years. The setting has its own outdoor class room and direct access to the school playing fields. This gives children ample opportunities to explore and learn, through a play-based, child led curriculum which focuses upon being outdoors.

Located just down the road is our other delightful Pre-School, Stepping Stones. This is also a 22-place setting situated within the grounds of Court De Wyke School in Claverham. The setting offers places for children 2-5 years. Like Meadowside, Stepping Stones also has a fantastic relationship with the school in which it is housed and partnership working with the community is strong. Stepping Stones benefits from its own outdoor space, but also grass lawns and a woodland area that children have access to daily.

This opportunity allows for an experienced leader or indeed an aspiring leader who is keen for development to nourish an amazing staff team and inspire the imagination of children to learn and thrive in a caring and exciting environment.

Purpose

The post holder will lead the nursery, actively ensuring the highest quality of care to children under 5 years old, inspire a staff team and build relationships with parents and the wider community. The nursery is also managed as a business with financial sustainability set as a key measure of success alongside quality of care.

Line Management Responsibility:

- Deputy Manager
- Early Years Educators
- Early Years Practitioners
- Early Years Students

Key Relationships:

- Head of Early Years Education YMCA Dulverton Group;
- EY's Finance Officer for YMCA Dulverton Group;
- Other YMCA Dulverton Group EY's setting Managers;
- On site school staff;
- Family support groups;
- Health partners;
- LA partners

Main Responsibilities

Service Delivery

- Provide outstanding leadership and operational management to both settings.
- Maintain an exciting and inspirational child-led play-based curriculum utilising the outdoors where-ever possible and shape the Pre-Schools environment to ensure that children can access resources independently and appropriately.
- Manage the nursery as an effective business, maintaining and monitoring an annual budget and implementing marketing and sales plans for the nursery so that it achieves income and occupancy targets.
- Manage the day-to-day financial administration of the Pre-Schools including using Famly software to help manage bookings, raise invoices and ensure debt is well managed and processing LA funding.
- Implement and facilitate parental partnership forums, engaging effectively with parents to reflect on how best we can meet the needs of our beneficiaries.
- Positively build the membership of the settings as a way to engage parents and other community members and ensure the Pre-Schools reflects their needs, supports the work of local families and helps identify other areas of YMCA work.
- Manage both Meadowside and Stepping Stones as effective businesses.
- Ensure operational procedures for each setting are in place and implemented.
- Work alongside our other nursery managers to share good practice and ensure consistent implementation of the YMCA approach to childcare.
- Maintain full regulatory and legislative approval of the nursery, including Ofsted and Health and Safety requirements, this includes maintaining an Ofsted score of 'Good' or above.
- Identify and report to the board any potential risks to which the charity is or may be exposed.
- To maintain an up to date knowledge of current childcare issues, legislation and practices.
- Follow YMCA Dulverton Group's safeguarding, child protection and safer working practice policies at all times, taking any concerns regarding health or/and wellbeing to your line manager or senior management.

Health and Safety

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services.
- This duty includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

General

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- Work across the organisation to build a learning culture and positive working environment.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably requested by the management of YMCA Dulverton Group.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

Person Specification

Qualifications and Experience

- Minimum Level 3 Early Years Qualification.
- Proven experience in a leadership role.
- Proven experience within an appropriate childcare setting.
- Strong understanding of the developmental needs of children, including those with additional needs and implementation of support required.
- Good working knowledge of Windows, Word, Excel and Access (training will be given on Family nursery database software).
- First aid qualification (or willingness to undertake).
- Knowledge of health and safety and ability to complete risk assessments.
- Knowledge and understanding of safeguarding good practice.
- Advanced inter-agency child protection qualification (or willingness to undertake).
- Knowledge and understanding of the role of SENCO (or willingness to undertake).

Knowledge, Skills, Abilities

- An empathy and enjoyment of working with children.
- An effective team player.
- Good organisational and administrative skills.
- Ability to maintain good records and administration.
- Excellent verbal, written communication, and interpersonal skills.
- Able to work on own initiative and lone work when required.
- The ability to form plans and carry them out in a busy environment.

Personal Qualities

- Ability and willingness to relate positively towards children, parents and staff.
- Ability to be punctual/ reliable at all times.
- An inspirational approach to helping young children develop through play.
- Demonstrable leadership qualities able to motivate and develop others.
- Enthusiasm for the work and values of the organisation.
- Demonstrable ability to achieve sales targets.
- An ability to set and manage budgets.
- Ability to work under pressure and to strict deadlines.
- Can evidence an understanding and commitment to the principles of Equal Opportunities.
- Ability to remain solution focused.
- A creative and flexible approach to the work of the organisation.
- Professional, diplomatic, and non-judgemental approach.
- Ability to motivate others.
- Able to support the Christian ethos of the YMCA.

- Committed to continuing professional development, both personally and in the interests of staff for whom the post has responsibility.
- Commitment to YMCA Dulverton Group's Values.
- Self-motivated with ability to manage own workload and work with minimal supervision.
- Team player, with ability to build relationships with a wide variety of stakeholders.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency.
- Is adaptable to change/embraces and welcomes change.

Other requirements

- YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.
- This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.
- This candidate must be committed to equality and diversity in the workplace.
- May be required to attend occasional evening meetings or weekends.
- Have a driving licence and access to a car due to multi-site working.

Main terms of employment

- Salary:** £39,657.35 per annum, based on a 40-hour AYR contract. Salary is dependent on experience and qualifications.
- Location:** To work between Meadowside and Stepping Stones Pre-Schools.
Expectation to work at other sites as required.
- Hours:** This position is 40 hour per week, Term-Time Only, however, there is opportunity to work all year round. Please discuss this at interview.
- Flexible Working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.
- Holidays:** This is a term time only position; therefore, holiday pay will be factored into the annual salary. However, all year-round applications will be accepted and can be accommodated.
- Pension:** On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.
- Benefits:** Health and wellbeing of our staff is important to us. We offer a comprehensive range of benefits including a Health Cash Plan, Employee Assistance, discounted child care, free night's stay in one of our hotels per year.