



## **Creche Manager - Job Description**

**Rate of pay:** NJC scp 21, £25,801 FTE (pro rata), actual salary £8,367.89

**Hours of work:** 12 hours per week, flexible

**Holiday entitlement:** 20 days plus bank holidays (pro rata)

**Employment details:** This is a permanent post.

**Responsible to:** Education and Training Manager, ultimately Board of Directors

### **Background and Aims of the post:**

We are seeking to appoint a creche manager. Cardigan centre creche services take place from our centre in Burley (LS6) and across Leeds at several schools, children centres and third sector organisations.

The creche manager will manage a staff team of creche workers, quality assure the creche ensuring the children feel safe, welcomed and have the best opportunity to learn through play. The manager will also promote the service attracting new business. Much of our delivery is during school term time allowing further time for the creche manager to develop the service and continue promotion during low delivery periods.

### **Main duties and responsibilities:**

Ensure children using the service are engaged in stimulating and developmental play through while in the creche service through a variety of activities.

Working alongside the creche coordinator to ensure that appropriately qualified and skilled crèche staff and volunteers are recruited to meet service needs.

Work in line with good practice and standards set by the early years foundation stage (EYFS)

The leader/manager is responsible for the overall safety and welfare of the children, and staff including risk assessment of venues.

The selection and ordering of suitable and appropriate materials & equipment within assigned budget.

Provide effective supervision and performance management of the creche team.

Review, update and further develop policies and procedures in conjunction with management committee and staff annually and more often if required.

To work alongside our partners and creche coordinator to ensure that appropriate child / adult ratios are maintained.

To ensure the safe supervision of the crèche facility, its operation and the safety and care of all children. To ensure that all children whilst in the care of the crèche staff enjoy a complete and comfortable experience.

To provide and supervise a variety of activities which encourage child development, encouraging and enabling creative play.

Work with the senior leadership team to promote the outsourced creche service with other third sector and community groups.

To ensure safeguarding processes and practices are maintained. To be a point of contact for safeguarding concerns relating to safeguarding concerns in relation to creche service users.

### **Other Duties**

Undertaking such other tasks as may from time to time be necessary and appropriate for the role of a Creche Manager.

## **Person Specification (Skills, Knowledge and Experience)**

Experience in a leadership / managerial role in creche or nursey settings.

To understand the early years foundation stage (EYFS) standards for learning, development and care of your children from 0-5 years.

Ability to lead, motivate, and manage a team of child practitioners (s)

Experience of risk assessing environments and activities relating to childcare activities.

Experience of leading meetings and delivering training.

Have experience in working with children in creche / nursery setting at delivery level.

To understand inclusive practice in relation to childcare / creche environments and support the creche delivery team ensure their practice is inclusive and value that every child is unique.

Have the skills to build positive and productive relationships with delivery partners.

Excellent verbal and written communication skills in order to communicate clearly at a variety of levels / able to tailor communication to audience.

Able to work to set budgets and monitor spend.

Open to change in line with the needs of the service/organisation.

Possess basic computer literacy skills including use of Microsoft Office / Excel / Outlook (email).

Ability to prioritise their own workload, including setting and meeting agreed targets.

Ability to develop productive and helpful relationships with colleagues.

Excellent planning and organisational skills.

Willingness to travel to partner venues across Leeds to support practice and develop business.

## **Essential Qualifications**

Relevant Childcare qualification Level 4+