

Childcare Development Manager Saheliya Play and Learn Centre - Glasgow

Job Title	Childcare Development Manager (* Female)
Location	Saheliya, St. Rollox House, 130 Springburn Road Glasgow G21 1YL
Job Hours	35 hours per week
Accountability	Glasgow Office manager
Salary	£27,000 - £31,000 per annum, based on experience and qualifications

Saheliya Play and Learn Centre (SPLC) is a 20 place 2-5yrs, Local Authority partnership nursery. SPLC is a not for profit, charitable, social enterprise. Where we provide high quality, accessible play and learning experiences for all children in relation to their needs, abilities, and developmental stage. We provide a nurturing and caring environment for the children to learn to the best of their ability. Staff and children are from a diverse range of cultural backgrounds.

Key work objectives

The successful candidate will be responsible for recruiting, leading, mentoring and inspiring a professional team to deliver high quality early learning and childcare experiences within the nursery.

Daily responsibility for the site, ensuring that all children receive the highest standards of care and opportunities for learning in line with the nursery's vision values and aims.

You will understand supporting families from diverse cultures and promoting positive learning for children from these community and backgrounds.

You will work to achieve and maintain the highest possible standards recognised by the Care Inspectorate and the LA contractual criteria of at minimum grade 4 for all Quality themes within the inspection.

Duties & Responsibilities

As our new Manager, we would like you:

- To ensure provision of safe, nurturing, stimulating, valuable play and learning experiences for all children in relation to their needs, abilities and stage of development.
- To have an excellent working knowledge and ability to implement the "Curriculum for Excellence", "How good is our early learning and childcare" (HGIOELC) and "Realising the Ambition: Being Me".

- To ensure that the day-to-day management of the Saheliya Play and Learn Centre complies with the policies and procedures, regulatory requirements, and national and local current policy.
- To ensure that suitable activities are planned and implemented in accordance with current practice.
- To ensure that children's individual learning needs are being met and that each child's progress is recorded.
- To line manage staff and support their learning and development.
- To liaise with the Local Authority, Care Inspectorate and other agencies as required.
- To be able to fundraise for the nursery and apply for basic funding.
- To ensure appropriate Quality Assurance systems are in place.
- The Manager will be accountable to the CEO and office manager, as it meets its contractual partnership requirements with Glasgow City Council.
- To lead the development and maintenance of positive partnerships between parents, staff and partner agencies or customers by encouraging and facilitating effective communication, sharing information, and involving users in developing and/or delivering services where appropriate
- To have a child centred approach in the running of the service, ensuring observation and planning processes work to meet the needs of all children and their interests
- To prioritise safety and act as a designated person for safeguarding children.
- To recruit, induct, support, and train a diverse staff team to deliver high quality childcare staff.
- To encourage an environment of continuous professional development including a commitment to updating staff and personal knowledge through a range of sources
- To support staff retention and team building through effective communication, succession planning and team engagement.
- To ensure staff, volunteers and placement students adhere to the requirements of the Care Inspectorate, Scottish Social Service Council, and other relevant legislative and good practise bodies in the provision of day care services
- To review, update and implement all nursery policies and procedures, progress reports, improvement plans etc. in keeping with legislation and good practice.
- To deploy staff effectively to maintain staffing ratios in accordance with statutory regulations and budgets.
- To oversee petty cash, fees, administration, maintenance, monitor, and report on income generated.
- To continuously develop monitor and evaluate systems that reflect good practice and identify and action areas for improvement.
- To ensure the care provided by all staff/volunteers and placements students reflects non-discriminatory practices with respect to gender, race, ethnicity, culture, age, religion, sexual orientation, and disability.
- To undertake any other related duties as required by your line manager.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141 552 6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861) and recognised as a charity (SC020069)



JOB SPECIFICATION

Attributes	Criteria	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 or above qualification in Childcare and Early Education	Essential
	2. Relevant safeguarding/child protection training undertaken	Essential
	3. Recent Paediatric First Aid certificate	Desirable
	4. Basic Food Hygiene Training	Desirable
Relevant Experience	1. Previous Management experience in a relevant early years setting	Essential
	2. Experience of working with children in an early years setting	Essential
	3. Experience of supporting, supervising and managing staff members	Essential
	4. Able to manage workload and manage time effectively to deliver the desired results.	Essential
General and Special Knowledge	1. Ability to work with parents/carers/families to encourage partnership working	Essential
	2. Demonstrate good financial acumen with the skills to manage budgets	Essential
Skills and Abilities	1. Ability to communicate clearly with adults and children using a variety of techniques.	Essential
	2. Ability to succession plan, evaluate and monitor services.	Essential
	3. Ability to work as part of a team and to motivate, inspire, and lead a staff team.	Essential
	4. Ability to produce high quality written work.	Essential
	5. Ability to positively present the organisations values, goals, and policies to parents, staff, and partners.	Essential
	6. A competent user of ICT systems and have the willingness to learn and develop IT skills as required.	Essential
	7. Good organisational skills	Essential
Any Additional Factors	1. Desire and willingness to continue with professional development training	Essential
		Essential

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	2. Understanding and working knowledge of Equal Opportunities 3. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary within the nursery setting.	Desirable
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Deadline for applications: Friday 1st July 2022(10am)

Interview Date: Friday 8th July 2022

Please email completed applications to: playlearn@saheliya.co.uk
Or post to Recruitment, Saheliya, 130 Springburn Road, St Rollox house, Glasgow g21 1YL.

***CVs will not be accepted**

*** The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland**