**The Open Door – Daycare Manager – Revised May 2022**

**Job Description**

**Job Title:**  **Daycare Manager**

**Hours of work:**  37.5 hours, standard pattern Monday to Friday 9am to 5pm.

**Salary:**  £28,000 to £30,000 a year (DOE) plus 3% employer pension contribution

**Holidays:**  30 days, including 10 public holidays

**Reporting to:** Operational Manager

**Purpose of Job**

To provide exceptional quality daycare services for vulnerable older people.

To be the named Registered Manager with the Care Inspectorate.

**Main Duties**

* Screen and prioritise referrals, assess members’ needs
* Work with members, their families, and external support for integrated approach
* Conduct assessment visits
* Care plans and reviews
* Provide care and support to members, including personal care during service
* Provide emotional support and advice to families; signposting to other services
* Management of daycare staff – currently 3
* Management of daycare volunteers – currently 11
* Create and maintain member records
* Ensure Care Inspectorate and Care standards are maintained
* Oversee activities tailored to individual needs of group members
* Health and Safety responsibilities for the provision of daycare
* Manage daycare budget
* Provide an excellent and welcoming daycare environment
* Overseeing of lunch preparation and service
* Contribute to funding applications and reports, and Board reports
* Represent the Open Door at meetings and events
* Deputise for the Operational Manager as appropriate
* Any other reasonable duties as directed by the Operational Manager

**Please note the post is subject to satisfactory PVG check and satisfactory references.**

**The Open Door – Daycare Manager**

**Person Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Qualifications**  Applicants must hold **or be prepared to gain** the following qualifications (full support will be given by the organisation):   * SVQ Social Services and Healthcare at SCQF Level 9 * Any award in management that is certificated at or above SCQF Level 8 | * SVQ Care Services Leadership and Management (SCQF level 10) or a degree in a relevant health or social care subject, e.g. Social Work, Nursing, Occupational Therapy. * First Aid at Work |
| **Experience**   * Providing care services to elderly or vulnerable people * Care assessments * National Care Standards * Managing a small team * Working with volunteers | * Understanding of the issues affecting elderly people * Setting up new projects |
| **Skills and abilities**   * Desire to deliver excellent care services * Assess and plan care requirements * Build effective relationships with members, their families, and support agencies * Competent MS Office skills |  |