

Wee Wild Sparks Outdoor Nursery

Job Description: Care, Welfare & Family Engagement Manager / Co-Director

Role: To co-lead and manage Wee Wild Sparks Outdoor Nursery for 3-7 year olds, following a strong ethos of play based learning through and within the natural environment. To take the lead role with regard to all care, welfare and family engagement matters.

In due course (subject to a trial period) this role will involve joining the Wild Sparks board of directors, to take a lead role in shaping how the service is sustained and developed, including associated responsibilities.

Reports to: Wild Sparks Directors

Hours: Average 29 hours per week including 8.15am – 4.45pm on 2 set days per week during PKC term time. Some flexibility with other hours. Term time weighted at 30 hours per week during term time, remainder to be worked in school holidays. Approximately 60% non-contact and 40% in ratio. More detailed information on the working pattern available by request

Salary: £28,000.000 - £30,000 **pro rata**

Location: In the woods/office during set hours, both at Keithick Estate, PH13 9NB. We have a basic on-site office with off grid power and heating. Where practical we encourage home working for administrative work. Home 'office' space for / access to a computer and printer is required.

Unpredictable and out of hours demands: there can be unpredictable demands at weekends and evenings (e.g. notifying parents about closures due to weather, checking the site after a storm) and occasional meetings or events at evenings or weekends (taken as TOIL).



This role will suit someone who thrives on responsibility and challenge and enjoys having control and autonomy. We are seeking someone ready to make a long term commitment and see the service through changes and possible expansion.

It is essential that all team members understand and can align with our ethos and mission, we can offer some flexibility around the specifics of the role for the right candidate. In due course

there will be the opportunity for full time hours and the change to swap / rotate leadership areas with your co-director to broaden experience, skillset and variety.



Main responsibilities;

- To role model and deliver exemplary child-led and play based early years practice, inspired by children's interests and ideas
- Observe and report on children's progress and development, in particular a cohort of your own key children
- To ensure the nursery provides a physically and emotionally secure environment that prioritises care, welfare, nurture and resilience
- Oversee transitions for children settling in or moving on from the nursery
- Ensure all children are treated as individuals, and staff are supported to realise this ambition with appropriate resources and training
- To lead on all aspects of inclusive practice, to fully support children with additional needs and other disadvantages
- To act as Child Protection Officer, ensuring policies and procedures are in place, adhered to and regularly reviewed
- Oversee an effective Key Person approach within the setting
- Identify training and development requirements in relation to your core areas, for yourself and colleagues
- To lead on family engagement, through a combination of face to face and online means
- Uphold Wild Sparks' ethos of nature connection and environmental sustainability

Family engagement;

- Develop strong relationships with each family based on open and regular communication both face to face and via online channels, in accordance with family preferences
- Collect all necessary information from parents/carers for each child's Personal Plan
- Ensure that settling-in and transitions are well managed for all children, and that these are well communicated to parents, carers and colleagues
- Make time to support families facing disadvantage or experiencing difficulties, showing respect and sensitivity, and helping each family access the services they need to give their child/ren the best start in life
- Keep families up to date with nursery activities and involve them in consultation
- Promote and facilitate family engagement through occasional events; such as social gatherings, Grandparent days, volunteer sessions or parent visits
- Communicate concerns around specific children sensitively and in a timely manner, following procedures for additional support referrals laid out by PKC.
- Deal with any parent/carer issues, concerns or complaints in a timely manner, engaging the Wild Sparks directors as necessary
- Maintain confidentiality at all times

Administrative and Managerial responsibilities

- Oversee nursery admissions and enrolments, marketing places as required
- Collate and oversee children's Personal Plans and ensure these are regularly reviewed and kept up to date in accordance with statutory requirements
- Develop, disseminate and uphold policies in relation to care, welfare and family engagement
- Keep abreast of current developments and legislative changes in early learning and childcare and implement changes as necessary
- Oversee record keeping, storage and data sharing in accordance with confidentiality regulations
- Reinforce Company policy and procedures and deal with any breaches swiftly and in an appropriate and sensitive manner, engaging Wild Sparks directors as necessary

In partnership with your co-director:

- Conduct an annual centre improvement plan, identifying areas for improvement and ensuring changes are effectively implemented and evaluated
- Conduct ongoing self-evaluation and produce annual evaluation reports to meet local authority requirements
- Engage staff and families with both the improvement plan and evaluation

Partnership working;

- Utilise support and maintain regular communication with key partners and networks, including Perth and Kinross Council, Care inspectorate, SSSC and Outdoor Learning networks
- Maintain a state of readiness for inspections, aiming to retain or exceed current grades of 4 (Good) and 5 (Very good) in relation to care, welfare and family engagement
- Co-facilitate inspections and implement any recommendations accordingly
- Work with other nurseries as required to support children on split placements, or other matters as required
- Explore and develop other professional partnerships to support the continuous improvement of the nursery, responding positively to appropriate requests from within the community

Health and Safety

- Take the lead on all matters relating to health and safety within the nursery, following established protocols, reviewing and updating as necessary. This includes:
 - Dynamic risk assessment and management
 - Food safety, hygiene and infection control
 - Provision of welfare resources on site (soap, spare clothes, first aid, firewood)
 - Site checks and site maintenance
 - Oversee volunteers or contractors to conduct maintenance works

Business & financial sustainability;

- Maintain expenditure within agreed, often tight, budgets
- Contribute to business plans, strategic decisions and planning of expansion / streamlining for each academic year.

This list is not exhaustive and will vary to meet the changing needs of the nursery stakeholders. As a small team there is need to 'muck in' with all elements of running the nursery, including basic house-keeping duties.

We recognise that this is a broad job description and anticipate that candidates may not have experience in all areas. We will provide training as required and welcome applications from those with transferable skills and a willingness to learn.

To learn more about Wee Wild Sparks Outdoor Nursery visit:

www.wildsparks.co.uk

www.facebook.com/wildsparksoutdoorplay