

POST: Children's Centre Manager (School based CC)

GRADE: PO3

RESPONSIBLE TO: Head Teacher

RESPONSIBLE FOR: Up to 5 staff

UP TO 5 STAFF	6-15 STAFF	16-49 STAFF	50+ STAFF
EI & Outreach Practitioner Admin/Receptionist Early Learning Practitioner Learning & Volunteering Coordinator Assistant Centre Manager (if applicable)			

LOCATION:

Some staff may be based at an additional site

This post is part of the South East Tottenham Children's Centres planning area, and the post-holder may be required to work at other venues within the area.

BASIC OBJECTIVES OF THE POST

To ensure better outcomes for children and families by:

- Working as part of the school structure ensuring operational delivery of a commissioned children's centre service as part of the Council's Early Help offer.
- Ensuring that relevant data is collected and analysed to support the monitoring, evaluation and planning of services that meet local need and improve outcomes for children and families within agreed frameworks.
- Working proactively with other agencies in the Children's Centre planning area with regard to the provision of joined up services for children and families

- Working with designated Child Protection staff and relevant agencies to address safeguarding issues in the locality

MAIN DUTIES & RESPONSIBILITIES

Service Planning & Delivery

1. To develop a partnership between parents, families, the community and other agencies (e.g. health, family support, voluntary sector and social care), actively promoting the involvement of parents in their own children's learning and in supporting children's self discipline, respect for others, themselves and property
2. To advocate for the education and care of children, communicating effectively with a wide range of professionals, external agencies & other providers in the statutory, private & voluntary sector including childminders
3. To ensure the Children's Centre has contact with all families with children under five in the local wards and that families are able to access Centre services
4. To promote and market the range of activities, including adult education and families' support activities delivered by the Centre to the local community
5. To be responsible for ensuring that parents/carers and the local community are fully involved in shaping the development of the Centre and that people feel the process is responsive to local needs
6. To establish a robust network of links across the planning area with the local community, making contact with community groups & promoting the involvement of the children's centres in local community initiatives
7. To contribute to the Children's Centre's development indicating appropriate priorities and anticipated outcomes.

Evaluation and monitoring

8. To ensure services planned meet local needs and positively impact on children's and families' lives achieving expected outcomes and meeting agreed targets.
9. To ensure the effectiveness of evidence-based services and preventative practice in the outreach team, tracking sustained impact on individual need and providing data for wider team based and locality analysis to plan effective outreach provision
10. To ensure that the Children's Centre has robust systems in place to monitor and evaluate all work with children and families and that practice is regularly reviewed, improved and targeted at need
11. To lead the centre's self evaluation process ensuring timely review of services and provision.
12. To work with line manager in the organisation and deployment of staff and resources and the selection and appointment of staff with the Advisory Board and other key stakeholders, where appropriate

13. To work with the line manager and Advisory Board to ensure that the Centre services meet criteria for Ofsted inspections

Early Intervention & Safeguarding

14. To work closely with other agencies to ensure that children in need are identified and that socially excluded and isolated families are included and involved in the children's centre services and have equal access to all its services in line with the Council's corporate priorities.
15. To link supervision of case based work with wider issues of child protection, parenting, health and safety and premises issues and other related functions for a coordinated team approach to child safety and well-being
16. To proactively deal with any safeguarding issues that arise through the delivery of children's centre services
17. To ensure that the Children's Centre planning area works in partnership with professionals across the services & liaising with other agencies, such as the police, social care to safeguard children and promote their well being.
18. To ensure that staff and service users are aware of their duty to safeguard children, providing them with guidance & advice on child protection as well as family & community issues
19. In partnership with all staff ensure children receive services at the first onset of problems & work with the local authority in maintaining a high standard of information sharing with other agencies

Management role

20. To lead, manage and support staff effectively on a day to day basis to enable all to carry out their professional responsibilities
21. To take responsibility for staff appraisals, performance management and induction ensuring that all staff have access to individual supervision, support and mentoring
22. To ensure that volunteers, unpaid staff and students are given the proper support to acquire the skills and knowledge to work effectively
23. To share and facilitate the communication of information between all members of the staff team and between the Children's Centre Cluster and other agencies (e.g. health, social care, voluntary sector)
24. To work flexibly. This will involve travelling around a children's centre planning area or operating from a range of venues and delivery sites. Some evening and week-end work will be required

Other Duties

1. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.

2. To carry out duties and responsibilities in accordance with Haringey Local Safeguarding Children Board
3. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
4. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
5. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
6. To act at all times in accordance with Council and Departmental policies and information sharing protocols.
7. To be prepared to do some evening and week-end work.
8. To understand and maintain confidentiality at all times in line with council and centre's policies.
9. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 1986)

MAIN CONTACTS

1. Schools/ Local Management Board
2. Parents
3. The Local Authority
4. Other Children's Centres
5. DfE and other external agencies

PERSON SPECIFICATION

Title of Post: Children's Centre Manager

Salary: P03

Responsible to: Head Teacher

Qualifications	
Specification	Essential/ Desirable
<ul style="list-style-type: none"> • Relevant professional qualification (eg NVQ level 3 or above in childcare, play or community work or similar Health qualification) • Degree in relevant subject area • Community based training • Commitment to continuing professional development 	E D D D E

Knowledge/Skills	
Specification	Essential/ Desirable
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of the Government's agenda for children's services and childcare <input type="checkbox"/> Knowledge of Safeguarding, TAF, Lead Practitioners and information sharing procedures <input type="checkbox"/> Knowledge of child development and what high quality childcare looks like <input type="checkbox"/> Excellent written, verbal and presentation skills <input type="checkbox"/> Excellent interpersonal and negotiation skills <input type="checkbox"/> Good marketing and PR skills <input type="checkbox"/> Excellent IT skills including being able to use and manipulate information using excel. word, power point, database applications and other common applications 	E E E E E D E

Abilities and Experience	
Specification	Essential/ Desirable
<ul style="list-style-type: none"> • Ability to plan for the development and delivery of services • Ability to work in partnership with a range of professionals • Ability to lead, co-ordinate and manage the work of a team • Ability to work independently and as part of a team • Ability to be analytical and interpret complex situations and data • Ability to manage conflicting priorities and meet deadlines • Ability to work empathetically with practitioners and parents • Experience of management in taking part in Ofsted inspections 	E E E E E E E D