

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

GRADE: PO3

RESPONSIBLE TO: Head Teacher

RESPONSIBLE FOR: Up to 5 staff

UP TO 5 STAFF	6-15 STAFF	16-49 STAFF	50+ STAFF
Early Intervention & Outreach Practitioners x 2			
Admin/Receptionist			
Early Learning Practitioner			
Learning & Volunteering Coordinator			

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 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 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 where appropriate
13. To work with the line manager to ensure that the Centre services meet criteria for LA performance management reviews and 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. Knowledge and experience of using technology , IT packages and social media to support workload, evaluate services, provide training and CPD opportunities, provide and promote virtual activities and support for families
24. To share and facilitate the communication of information between all members of the staff and between the Children's Centre Cluster and other agencies (e.g. health, social care, voluntary sector)
25. 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

- a. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, GDPR and other statutory requirements.
- b. To carry out duties and responsibilities in accordance with Haringey Local Safeguarding Children Board
- c. Health and Safety aspects/issues, first aid/manual handling etc. in relation to working environment, i.e. Hazardous materials and relevant processes/legislations etc.
- d. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- e. To act at all times in accordance with Council and Departmental policies and information sharing protocols.
- f. To be prepared to do some evening and week-end work.
- g. To understand and maintain confidentiality at all times in line with council and centre's policies.
- h. 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

- i. Schools/ Local Management Board
- ii. Parents
- iii. The Local Authority
- iv. Other Children's Centres
- v. DfE and other external agencies

Other Duties

Undertake other duties which may be reasonably agreed with the Headteacher to ensure the smooth running of the nursery school.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Children's Centre organisation and may change either as your contract changes or as the organisation of the Children's Centre is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Head Teacher _____ **Date** / /

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 E

Knowledge/Skills	
Specification	Essential/ Desirable
<ul style="list-style-type: none"> • Knowledge of the Government's agenda for children's services and childcare • Knowledge of Safeguarding, TAF, Lead Practitioners and information sharing procedures • Knowledge of child development and what high quality childcare looks like • Excellent written, verbal and presentation skills • Excellent interpersonal and negotiation skills • Good marketing, bid writing and PR skills • Excellent IT skills including being able to use and manipulate information using excel. word, power point, database applications, social media and other common applications • An understanding of, and commitment to, equal opportunities and the principles of inclusion in a Children's Centre setting • Able to speak another language other than English (please specify) 	E E E E E E E E D

Abilities and Experience	
Specification	Essential/ Desirable
<ul style="list-style-type: none"> • Ability to plan for the development and delivery of services • Positive outlook and effective communication, interpersonal and partnership working skills with staff, parents, children, a range of professionals and the wider community • Ability to work empathetically with practitioners and parents • Flexible, approachable and able to motivate, inspire and effectively lead, co-ordinate and manage a team of staff, students and volunteers • Resilient and able to handle conflict • Ability to lead staff meetings, training and other CPD • Ability to be analytical and interpret complex situations and data • Ability to manage conflicting priorities and meet deadlines • Ability to manage safeguarding caseloads • A comprehensive understanding of and experience of management when taking part in performance management reviews / Ofsted inspections • Knowledge of how to look after your own and others' mental health and well-being • Good health and attendance record and knowledge of how to prevent injury when lifting resources or children • Warmth and a sense of humour 	E E E E E E E E D E E E