

## Role profile

<b>Job Title:</b>	<b>Nursery and Children's Centre Manager</b>	<b>Grade: 14</b>	<b>Spinal column point range: 50-52</b>
<b>Department:</b>	Children with Disabilities	<b>Post no.:</b>	P000923
<b>Directorate:</b>	Children's services	<b>Location:</b>	Windmill Children's Centre

<b>Role reports to:</b>	Head of Children with Disabilities Service
<b>Direct reports:</b>	Deputy Manager, Assistant Manager, a range of Nursery Officers, teacher, Admin Officer, manual staff
<b>Indirect reports:</b>	n/a

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

- In line with the Corporate Business Plan, local authority, Children's Centres and Nursery policies and procedures, to manage the Centre providing a range of Family Support Services and Early Education for Children and Families in Need that meet the Local Authority's statutory obligation under the Children Act 1989, the Care Standards Act and other Government legislation and Inspection requirements.
- To manage a Service that offers a range of specialist developmental assessments using the Department of Health's Assessment Framework and a range of therapeutic services for children and families including those on a Child Protection Plan, an Early Help Assessment and Plan (EHAP), Ealing's Request for Statutory Assessment (ERSA) and any educational assessments
- To plan and take responsibility for managing Special Care Unit services. To ensure staff are fully trained and supported to work with children who have severe and profound, complex and sometimes degenerative conditions, that may mean they are totally dependent and non-ambulant.
- To plan, manage and maintain new services in line with strategic government initiatives and the Every Child Matters Agenda, i.e. an increase of affordable child

care places in Children's Centres and additional services for children in need (i.e. Vulnerable Children Funding)

- To work in partnership with parents/carers and other professionals to ensure the continuous development of a consistent high quality inclusive, diverse and accessible childcare service and early years education curriculum which meets the needs of each individual child and their family.
- To manage effectively the Children's Centre budgets within an agreed financial framework of the Council and to manage the resources of the Centre.
- To manage, support and lead a team of qualified staff by offering professional supervision and training to ensure high standards of practice and performance in all areas of service delivery.
- To take responsibility of Health & Safety compliance to ensure effective management of the building, in order to provide a safe environment for children and staff.
- To ensure accurate and effective record keeping of children's files.
- To regularly review Children's Centre & Nursery data and ensure that data is inputted accurately and regularly on the data systems.
- To undertake timely audits of Children's records and data recorded on the Portal so that quality assurance is regularly monitored.
- To work collaboratively with the team and key services to ensure that the nursery effectively works in accordance with Ofsted Inspection criteria.
- To take the lead role in the understanding of the organisation's HR policies and procedures.
- To manage and review Service Level Agreements & contracts with internal & external providers as applicable.
- To keep an accurate log of all complaints, their management and resolution

## **Key accountabilities**

### **Management**

- To ensure that there is regular consultation with service users, professionals and staff to ascertain their views in developing services and on services provided.
- To prioritise and commission works and projects, to ensure the adequate maintenance and security of the building. To co-ordinate contractors on site

within a Health and Safety framework. To identify Capital works, where appropriate. To monitor contracts (e.g. grounds maintenance, cleaning) and liaise with Council Officers as appropriate.

- To ensure that the Council's Health and Safety policies are implemented and statutory requirements are met, including carrying out a variety of Risk Assessments to ensure the safety of both staff and service users.
- To ensure that Risk Assessments are carried out for staff working with children with complex and multiple disabilities in the Special Care Unit such as lifting and handling issues, including the use of hoists, and in relation to acting as escorts on the transport taking the children to and from the nursery.
- To undertake additional Risk Assessments with regard to the specific needs and risks to very young babies.

### **Responsibilities to Clients**

- To ensure the delivery of holistic joined up individual packages of Health, Education and Social Care.
- To safeguard children and raise concerns with respective Statutory Bodies.
- To manage Special Care Unit services for children with complex and multiple disabilities, including liaising with a range of health care and other professionals.
- To manage and co-ordinate multi-disciplinary reviews in partnership with other agencies in order to ensure good practice and improve services to children and families by reducing the number of appointments families may need to attend
- To manage the admission process of children into nursery to ensure that occupancy levels provide best value for money.
- To ensure that the Centre provides an Early Year's curriculum and early learning environment and promotes children's development using the Department for Children, Schools and Families Early Years Foundation Stage curriculum.
- To ensure that children with complex and multiple disabilities are provided with a developmentally appropriate and inclusive Early Years curriculum, that is modified to meet their personal needs. This includes the use of the DCSF PIVAT Scales and the use of the Portage Developmental Checklist for recording their progress and educational achievements.

- To ensure that the keyworkers maintain up-to-date and accurate developmental records, that each child has an individual Careplan that is reviewed regularly, and that all therapy programmes are carried out according to the therapist's advice.
- To ensure the identification and assessment of children with special needs, under the Special Educational Needs Code of Practice.
- To manage a range of multi-disciplinary and outreach services in the Centre and develop services and initiatives that reflect the changing needs of the service users and community such as support groups, Parenting Programmes, Toy Libraries etc. Where appropriate to draw up Service Level Agreements in consultation with other professionals delivering services.
- To be responsible for the allocation and referral processes. To manage the waiting list and admissions by the assessment of need through home visits and professional observations to ensure that occupancy levels provide best value for money.
- In consultation with Health professionals and parents, ensure that children in the Special Care Unit who need complex medical interventions have them carried out safely after appropriate staff training. To manage and monitor invasive medical interventions such as naso-gastric and gastrostomy tube feeding and the safe use and care of e.g suction machines, oxygen cylinders and syringes. To ensure they also receive training in the use of any specialised seating, positioning equipment and mechanical supports such as lifting hoists.
- To intervene as necessary to ensure duty of care towards children and staff is maintained at all times and this may occasionally involve lifting children and equipment.
- To ensure that the staff receive professional medical training in order to correctly and safely administer i.e. rectal valium, anti-convulsants and to enable staff to monitor children who have degenerative medical conditions who may need immediate emergency medical intervention.
- To ensure that all staff understand and implement the London Borough of Ealing's Child Protection Procedures and ensure that they are adequately prepared to participate in Child Protection conferences, professionals' meetings etc.
- To initiate, chair and minute discussions within the Centre e.g. team meetings, multi-disciplinary allocation panels and children's Care Plan Reviews.

## **Financial Responsibilities**

- To be responsible and accountable as a budget manager for the allocated Children's Centre budget, ensuring budgets are creatively managed within the agreed financial targets and within Audit and Departmental procedures.
- To keep up-to-date with information about universal benefits available for families such as Working Credit
- To ensure that where children in the Special Care Unit need specialised equipment i.e. special seating, standing frames and prone boards, appropriate advice is sought from therapists and written representations are made to the SEN Panel in the local authority to fund this equipment.

## **Administration Responsibilities**

- To be responsible for the overall administration of the Centre within Council guidelines and procedures, to produce management information reports and statistical data on request to set deadlines.
- To ensure all written assessments required for the Statements of Special Educational Needs are completed and processed in line with timescales as laid down in the Special Educational Needs Code of Practice.

## **Management of Staff**

- To be responsible for the management and professional supervision of permanent and agency staff, including their staff Appraisal.
- To manage the Training and Development of staff within the Centre as required and ensure they are adequately trained in the care of young children under 5 years, including babies under 1 year.
- To develop own knowledge and skills by attending relevant courses/seminars etc.
- To ensure staff working with children in the Special Care Unit get the extra support and supervision they need when dealing with the emotional aspects of their work in supporting families and caring for children with a poor prognosis, a degenerative medical condition or children who are palliative or end of life care. To support them to access professional bereavement counselling if appropriate.

- To lead in the recruitment, selection and induction of new staff and to be the appointing officer for posts where this is so delegated.

### **Key performance indicators**

- Ofsted Inspection Outcomes
- Audits
- Effective outcomes for children
- Meeting occupancy levels
- Health & Safety Compliance
- Effective delivery of supervision, staff development & performance

### **Key relationships (internal and external)**

- Social Care
- ESCAN
- Early Start (Health)
- Midwives
- Education
- Voluntary organisations
- Occupational Health
- Dietician
- Corporate Health & Safety Team
- Transport Team

### **Authority level**

- n/a

## Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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### Essential knowledge, skills and abilities

1. To have the skills and knowledge to manage a range of family support services for children, families and the community.
2. To have the knowledge and experience to manage the allocated Children's Centre budget effectively within audit procedures.
3. To have a sound understanding and demonstrable experience of the main principles of the Children Act 1989 and 2004.
4. Robust knowledge of identification of needs, risks, safeguarding procedures and Ofsted Standards.
5. To have the experience to manage, support and lead a multi-disciplinary team and have the skills to improve professional development of staff through supervision, Job Performance and identification of training needs.
6. Experience in developing & maintaining partnerships with parents/carers and other professionals and have the skills to initiate services that reflect the changing needs of parents, children and the community.
7. Demonstrate a sound knowledge of child development and the Early Years curriculum and the ability to monitor and evaluate the quality and standards of the care and education provided.
8. A sound knowledge of the Special Educational Needs Code of Practice and the main principles of the Equality Act 2010 in order to ensure identification and assessment of Special Needs children and to promote inclusion.
9. To have good communication, listening and negotiation skills both written and verbal and experience in interacting at a variety of levels, to chair meetings and provide reports and minutes.

10. To have good organisational and Information and Communication Technology skills and experience in planning, delivering and maintaining services update and review systems and ensure effective administration of the centre.
11. To have a sound knowledge, understanding & experience in implementing of child protection procedures.
12. To have a sound working knowledge of Health & Safety Legislation Policies and Procedures, ensuring that these are implemented and statutory requirements are met, including carrying out a variety of risk assessments.
13. To have a good understanding and commitment to the Local Authorities Policies and Legislation on Equality, Diversity and Inclusion.

**Essential qualification(s) and experience**

14. Significant post qualification working with children in Early Years with proven management experience.
15. To have the knowledge and experience to manage the allocated Children's Centre budget effectively within audit procedures
16. Demonstrable experience of working with children with additional needs and their families.
17. Minimum qualification of NVQ L 3 / NNEB or other relevant childcare qualification (defined by Ofsted requirements)
18. GCSE Mathematics Grade C / 4 or above or equivalent



## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they will do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>