

JOB DESCRIPTION	
Title:	Early Years Manager (Young Ones)
Reports to:	Chief Executive
Responsible for:	Young Ones staff, apprentices and volunteers
<p>General Overview</p> <ul style="list-style-type: none"> • To have overall responsibility of the day to day running of the Nursery setting. This will include overseeing staffing levels, planning and implementation of the EYFS. • The role will cover office administration and finance of all Young Ones Nursery activities, to manage effective staff recruitment, supervision and training requirements of staff, and planning and preparation of activities to develop all aspects of the child’s individual development in a stimulating and exciting environment. • To build and develop the reputation and usage of the setting • To be part of the Early Years Management team, working closely with the Chief Executive and other Managers and settings to share learning, practice and resources. • The post holder is responsible for supporting and facilitating effective quality services, which promote a tolerant and caring environment consistent with Christian values. 	
<p>Workplace values</p> <p>The post holder will be expected to operate in line with our workplace values:</p> <ul style="list-style-type: none"> • Value the Individual – Respect others, ourselves and the people we work with in all that we do • Giving of our best – Showing commitment in our work and to enable young people • Caring Deeply – Have a passion for the work we carry out • Providing Creative Solutions – Show innovation in the approaches we take in supporting young people • Communicate authentically and truthfully – Show openness in our dealings and approaches to people 	

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<p>Duties and responsibilities</p> <ul style="list-style-type: none"> • To manage the day to day running of the Nursery setting. • Provide outstanding leadership to the staff team including recruitment and retention, providing day to day support, training and guidance to all staff and volunteers. • Establish, implement and maintain an exciting child-led play based curriculum. • To provide a child-centred environment where children are cared for in a safe, caring and stimulating way that ensures their individual needs are met within a group setting. • Undertake operational management of the Nursery setting. This will include leading on budgets, debt management and HR processes. Our Finance and HR teams will support this aspect of the role. • Build high quality relationships and communications with all stakeholders, including enabling parents to participate in Pre School decision-making and attending contract meetings. • To market the service effectively, with support from our marketing team. • Provide targeted support to children with additional needs, with support SENCO, and liaison with other professionals. • Work alongside other YMCA managers to share good practice. • To implement and maintain full regulatory and legislative approval of the Nursery setting, including Ofsted and Health and Safety requirements. • Ensure YMCA Dulverton Group’s policies and procedures are followed at all times, including safeguarding, child protection and health and safety. Also to act in the interests of your own safety and the safety of others at all times. • To drive your own professional development to ensure your training and knowledge of the EYFS, legislation, compliance and YMCA-DG policies is up to date; to support consistent understanding of the above across the team. • To undertake any other duties as deemed appropriate to the level of the post by the CEO, Director or Board of Trustees. 	

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Person Specification
<p>Skills, Experience & Qualifications</p> <ul style="list-style-type: none"> • Minimum of Level 3 Early Years Childcare qualification • Paediatric First Aid qualification • Clean driving licence and access to a car • Good safeguarding procedure and practice • Minimum of 2 years' experience in a leadership role in a childcare setting with a "good" or "outstanding" Ofsted • Experience of dealing with confidential matters • Minimum of 3 years' experience in a childcare setting • Knowledge and understanding of the EYFS curriculum and implementation • Understanding and commitment to equal opportunities • Building positive relationships with parents and carers • Knowledge of health and safety and ability to complete risk assessments • Ability to work independently and as part of a team • Ability to manage time/resources/people • Ability to monitor and maintain safe working practices • Ability to manage the integration of children with complex needs or a disability into mainstream provision • Understanding of budgeting and monitoring of budget • Ability to market and promote early years settings • Excellent communication and IT skills • Commitment to the values, aims and mission of the YMCA movement • Willingness to work flexible hours • Be passionate about providing the highest quality of childcare possible • Meet all criteria of Children's Act 1989 and 2004 Act

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TERMS AND CONDITIONS	
Term:	Permanent
Salary:	£25,000 - £28,000 dependent on experience based upon 40 hours per week
Hours:	Full Time in line with operational needs of the setting Setting open Monday to Friday 8 am to 6 pm
Hours of Work 40 hours per week with a ½ hour unpaid lunch break to be taken during the shift on shifts over 6 hours. Working hours will be subject to review according to the developing needs of the operation.	
Probationary Period The post holder will be subject to a 6 month probationary period. During this time an assessment of the post holder's performance, duties and work patterns will be made. Following a satisfactory review at the end of the probationary period, the post holder will be confirmed in post.	
Paid Leave Entitlement 5.6 weeks per year, plus statutory bank holidays. The line manager will arrange time off in lieu for bank holidays worked.	