

<b>JOB DESCRIPTION</b>	
<b>Title:</b>	Head of Childcare
<b>Reports to:</b>	Chief Executive Officer
<p><b>General information</b></p> <p>We are recruiting a passionate and dedicated Head of Childcare for YMCA Dulverton Group.</p> <p>This person will manage a small chain of nurseries and a small group of out of school clubs owned by YMCA Dulverton Group and will focus on maintaining delivery of high-quality childcare as well as retaining a firm business model to support this.</p> <p>The position is part of the Management Team and will have responsibility for supporting the development of YMCA Dulverton Group as we expand and grow.</p>	
<p><b>Workplace values</b></p> <p>The post holder will be expected to operate in line with our workplace values which are; <i>f</i></p> <ul style="list-style-type: none"> <li>• Value the Individual – Respect others, ourselves and the people we work with in all that we do</li> <li>• Giving of our best – Showing commitment in our work and to enable young people</li> <li>• Caring Deeply – Have a passion for the work we carry out</li> <li>• Providing Creative Solutions – Show innovation in the approaches we take in supporting young people</li> <li>• Communicate authentically and truthfully – Show openness in our dealings and approaches to people</li> </ul>	
<p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the Chief Executive Officer to create business and marketing plans which develop and deliver the vision, ethos and aims of the children’s work.</li> <li>• Responsible for and monitoring the performance of the nurseries and out of school clubs both financially and non-financially within each location.</li> <li>• Support the Nursery Managers and Out of School Co-ordinator to control budgetary spend, staffing levels and other key business tasks.</li> <li>• Produce reports on the performance of the nurseries and out of school clubs using management systems and tools. This includes reporting to the Board.</li> <li>• Ensure that every nursery and out of school club provides a premium quality service for all children and their families.</li> <li>• Line manage, motivate and appraise the senior team, ensuring that targets are set and delivered and work-plans are reviewed regularly.</li> </ul>	

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

- Feed into the recruitment process for the Nursery Managers and the Out of School Co-ordinator.
- Direct Nursery Managers and the Out of School Co-ordinators in the recruitment process for their teams, while being mindful of the safer recruitment protocol.
- Work with key partners to provide reports, and scope and recommend strategic priorities for children's work.
- Establish and develop strategic relationships with the Councils, Local Authorities, health, social care and all external support agencies to consult on the strategy and gain advice and support.
- Represent YMCA Dulverton Group by working collaboratively with Councils, Local Authorities and multi-agencies so that the organisation meets its requirements for Ofsted and all other relevant legislation.
- Ensure that all settings achieve at least a Good judgement when inspected by Ofsted and plan to overreach and go beyond their requirements in our support for families.
- Ensure that the group use designated processes for assessing quality in provision and meet training and professional development requirements.
- Keep up-to-date with new practice ideas, research and development and policies in all areas.
- Direct and oversee the child protection and safeguarding responsibilities for the group.

**Person  
specification**

**Qualifications and Experience**

- Level 5 in childcare or leadership and management.
- At least 3 years' experience of working as manager of a nursery with children 0-5 years of age
- A minimum of 2 years' experience of managing a multi-site childcare business (regional/area management).
- Some experience of working with older children up to the age of 11 would be desirable.
- Experience of evaluating business and marketing plans to demonstrate the sustainability, profitability and growth of the business.
- Experience of working strategically within an organisation with the ability to achieve affective and productive partnerships with Local Authorities and other agencies.
- Experience of leading a remote staff team, including recruitment, supervision, work allocation, assessment of training and professional development needs.

**Knowledge, Skills, Abilities**

- Strong business, commercial, finance and budgetary skills, with experience of working within performance management systems.
- Excellent knowledge of current legislation with regard to children and safeguarding.
- Good communication, interpersonal, negotiation and social skills, with the ability to speak to a variety of audiences.
- Ability to produce high quality, clear and concise written material for a range of readerships.
- Computer literacy skills and in particular the ability to manage own word-processing, excel and management software reporting.
- Excellent communication, interpersonal and presentation skills.
- Excellent organisational skills.
- Ability to produce reports, spreadsheets and presentations using computer programmes.
- Excellent financial management and budgetary control skills.

**Personal Qualities**

- Must be driven and demonstrate a true commitment to deliver uncompromising quality in all areas, and be able to share this drive with others.
- Must demonstrate an unrelenting work ethic that inspires and motivates others.
- An ability to professionally communicate and empathise with staff, parents and children.
- A confident professional with integrity, discretion and the ability to develop trust with staff and managers at all levels.
- Energetic, flexible, responsive and willing to be hands-on.  
Committed to providing a service that makes a difference.

- Commitment to YMCA Dulverton Group's Values.
- Well organised, with the ability to manage multiple projects and work streams as well as ad hoc responsive tasks, balancing a range of priorities and deadlines.
- Able to work on own initiative and as a member of a team.
- Professional and consistent approach to work and maintenance of standards.
- Strong negotiator and influencer.

**Other requirements**

- May be required to attend occasional evening meetings.
- Have a driving licence and access to a car.
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Deadline for applications:	16 <sup>th</sup> April 2021
Interviews to be held on:	TBC