

JOB DESCRIPTION	
Title:	Young Ones Day Care - Manager
Reports to:	Director of Early Years and Communities
Responsible for:	Young Ones staff, apprentices and volunteers
<p>General Overview</p> <ul style="list-style-type: none"> To lead and guide the setting in continuous development of practice, in order to provide the best opportunities for children to learn through play, utilising the outdoors as much as possible. To build and develop the reputation and usage of the setting To lead the team to ensure we provide secure and stimulating environments where children can develop emotionally and intellectually as well as morally, physically, spiritually and socially, at their own pace. To be proactive in keeping up with legislation and practice development, in relation to Early Years, to aid and inform the professional development of our staff. To be part of the Early Years Senior Management team, working closely with the EY&C Director 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 	

Duties and responsibilities

- To support staff to reflect and learn to develop as professionals and fulfil their potential as practitioners.
- To review, monitor and offer feedback on planning and delivery; to ensure diverse and stimulating opportunities for each child, which ensures their developmental level, interest and needs are recognised and responded to.
- To utilise and develop systems and procedures to ensure the effective day to day to operation of the setting.
- To monitor the enquiry, starter and retention levels to ensure the service is valued by and meeting the needs and expectations of families.
- To monitor and support high standards of care and Health and Safety across teams, responding to or feeding back promptly any concerns to the relevant manager.
- 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.

Person Specification

Skills, Experience & Qualifications

- A confident individual who is committed about providing the best quality opportunities to children, young people and the community.
- An empathy for and enjoyment of working with children.
- Working knowledge of effective safeguarding practice.
- Strong Communication and interpersonal skills.
- Level 3 or above relevant childcare qualification
- At least 5 years' experience of working with children under the age of 5
- Willingness to engage in training and reflect for their own development
- Understanding that everyone is different and making sure everyone who uses our services are respected and given the best experience.
- Self-motivated, flexible and solution focused approach.
- Ability to keep calm under pressure and in challenging situations.
- Strong organisational and administration skills.
- A belief in the value and importance of investing in the development of every individual in our teams.
- Ability to provide support and guidance whilst promoting learning and respect.
- High standard of written and verbal English and good IT competency.
- Full UK driving licence.

TERMS AND CONDITIONS	
Term:	Permanent
Salary:	based upon 40 hours per week
Hours:	Full Time in line with operational needs of the setting
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.	