



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: MCS Childcare Manager

Grade: ME14

**DIVISION/SECTION: Early Years, Childcare and Children's Centres
Service**

Location: To be co-located across 3 sites

**Responsible to: Team Manager – continuous improvement, inclusion,
portage and MCS services**

**Responsible for: 3 Managers
1 administrator and 1 catering officer**

Post number: Date: October 2014 (revised Sep 21)

1. MAIN PURPOSE

- To have lead responsibility for the promotion and delivery of a high quality, childcare services based within all LBM directly managed provision, in line with the Early Years Foundation Stage Framework, the Ofsted Statutory Framework, the SEN Code of Practice and other related legislation and good practice guidance.
- To provide leadership support for the operational development of the childcare services directly managed by the borough, ensuring effective interfacing with children centres, to ensure that children and parents benefit from the full range of children's centre services and parenting workshops/training.
- To provide a particular focus on achieving joined up and sustainable partnerships to support early intervention and prevention.

- To develop the childcare provision in order to raise achievement, improve outcomes, narrow the gap and promote social inclusion for children taking up funded 2 year old places.

2. MAIN DUTIES AND RESPONSIBILITIES

- 1 To have lead management responsibility for all LBM managed childcare provision, ensuring high quality is provided and all provision achieves good or outstanding Ofsted judgements.
- 2 To have responsibility for preparing for Ofsted Inspections across all childcare provision, including undertaking self-evaluation and developing action plans to ensure change happens.
- 3 To ensure that all aspects of the Childcare programme contribute to improving outcomes for children; delivering play and learning opportunities within the framework of EYFS, with particular regard for ensuring children's progress within the prime areas of learning and their readiness for nursery school.
- 4 To have overall safeguarding lead for child protection matters that may arise in relation to the MCS childcare, ensuring that appropriate and timely referrals are made to the MASH team or early help services.
- 5 To have overall responsibility for the health and safety of the childcare provision, ensuring that managers undertake effective risk assessment, notify the appropriate services about maintenance of the buildings and monitor progress made.
- 6 To have overall responsibility for the implementation of Council policies and procedures, ensuring that they are reviewed regularly, and that managers are ensuring that their staff are adhering to them at all times.
- 7 To have overall responsibility for ensuring the effective deployment of childcare staff across all settings, ensuring that staff are used effectively to ensure ratios are met, and when necessary, arrange for agency or casual staff to cover.
- 8 To work directly within each of the childcare rooms on a weekly basis, overseeing directly the quality of the provision and identifying any changes needed to planning, routines or resources
- 9 To ensure that each manager and the pre-school senior, have time out of ratio (15% of their weekly hours) to conduct paperwork and their SENCO role, by providing direct cover in the rooms and taking over the management of the childcare within each of those rooms
- 10 To ensure that each manager and the pre-school senior are spending the vast majority of the day working directly in the rooms and leading practice.
- 11 To take the overall lead across all settings for maintaining clear information about the children who are open to social care or who have SEN and ensuring that all matters in relation to those children are conducted in a timely manner
- 12 To ensure that all childcare provision promotes and embraces inclusion, and that the needs of children with special educational needs are identified and addressed promptly.
- 13 To undertake effective collaborative working with schools within the locality, to ensure good transitional arrangements are in place when children move onto school.
- 14 To ensure that all settings work in partnership with the children's centres, to ensure effective early intervention for children and their families

- 15 To supervise managers and the pre-school senior, ensuring that high levels of care, professional standards and practice are evident. To monitor staff sickness and absences as necessary.
- 16 To deal with all enquiries for full daycare and funded places, working in partnership with the administrator and the finance team around occupancy as required.
- 17 To ensure that each pre-school and the full daycare room are always at least 95% full at all times so that EEF covers all expenditure. Ensure that SENIF and EHCP funding is applied for quickly. To ensure that headcount data is correct and accurate and that all funding is applied for.
- 18 To monitor weekly spend on food and cleaning materials, and ensure that the equipment budget is not overspent.
- 19 To ensure that all administrative and financial functions are carried out in accordance with good practice and with regard to appropriate financial regulations, including timely completion of EEF documentation and head count.
- 20 To ensure that all settings are able to demonstrate the progress that children have made during their time in MCS, with effective observation, and assessment, uploaded onto the tracker system, and that effective 2 year reports and leaving reports accurately report on children's level of development, additional needs and effective home learning

GENERAL

3. GENERAL – Senior Managers (ME11 and above)

1. To ensure all services are delivered within the parameters and desired outcomes for the Council's priorities and key performance indicators. This includes embedding the LEAN processes and Information Boards into every day working practices.
2. To contribute to Cabinet & Scrutiny reports and meetings as required and advise elected members as directed by line managers. Work effectively with elected members to support them in their leadership role ensuring that they have timely and good quality information.
3. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally, regionally and nationally to engage others in supporting, improving and sustaining inclusive quality early years and childcare practice which impacts positively for young children and families, targeting resources as identified
4. Lead, support and inspire staff to reflect on and develop their own understanding, knowledge and skills to ensure effective leadership at all levels, strong succession planning and a workforce committed to the improvement of learning and care opportunities for all young children.
5. To line manage staff including overseeing recruitment, induction support and supervision and appraisal. (where appropriate).
6. To manage budgets and resources in line with financial regulations, finance policies and procedures ensuring value for money and securing efficient and cost effective use of all resources

7. Develop effective working relationships with CSF – School Quality and Standards, SEN and Integrated Services, Commissioning, Strategy and Performance, Social Care etc to ensure that EYP data, policy and practice inform the work of the directorate and contribute to performance and effectiveness of the department and the Council
8. To undertake all duties and interactions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council's Diversity and Equality in Employment and Service Delivery policies.
9. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Safeguarding, Health and Safety Policy and all other borough and departmental policies and procedures, in particular the non-smoking policy and confidentiality in line with the Data Protection Act.
10. To ensure complaints are responded to in accordance with the Customer Complaints Procedure.
11. To use computers, specified databases, and other ICT in the normal performance of the duties of the post. To champion data quality in the Department, proactively appraising data produced by the Department for robustness, ensuring that data quality issues are addressed and corporate requirements are met, as set out in the council's Data Quality Strategy.
12. To brief line manager on all matters which are likely to be subject to publicity whether positive or negative.
13. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
14. To work flexibly and to undertake any other duties commensurate with the post as required by the Head of Division and or Director of Children, Schools and Families.
15. Ensure that the Council fulfils its statutory responsibilities as a local authority insofar as they relate to the duties of the post holder
16. Represent line managers required at meetings, conferences, working groups etc, promoting the council's vision and values.
17. Work pro-actively and effectively as a member of the Team and wider Children, Schools and Families Management Forum.

FUNCTIONAL LINKS

Statutory, PVI and Third Sector partners that form the Children and Young People's Workforce.

Merton Council services that have a responsibility to deliver Information, Advice and Guidance to families, children & young people (0-19) and transition services for those up to 24 who have an additional need or recognised disability.

Merton Council Adult Services who work with those adults considered to be the most vulnerable in the community.

OTHER RELEVANT MATTERS

Will be required to work very occasional Saturdays and evenings (on average 5 a year) to meet the needs of the service for which time off in lieu will be negotiated.

<p>LONDON BOROUGH OF MERTON</p> <p>Children, Schools and Families DEPARTMENT</p> <p>PERSON SPECIFICATION</p>

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Experience / Qualifications / Skills / Knowledge:

- 1 A degree level or equivalent/relevant qualification within childcare or education
- 2 To have extensive, well developed and proven recent experience in a management role in the delivery of quality childcare services for children

under 5's, both within the field of childcare and across children centre services

- 3 Experience of partnership working and programme delivery, including budget management, staff management, design & implementation, monitoring and evaluation.
- 4 To have extensive working knowledge of the Ofsted EYFS learning and development requirements and the Statutory Framework, the SEN Code of Practice 2014 and related legislation, and implications contained therein for service delivery
- 5 Experience of preparing for and/or undergoing Ofsted Inspections, including relevant experience in the Self Evaluation Process and development of on-going Action Plans.
- 6 Extensive and excellent working knowledge of safeguarding and health and safety with an understanding of local authority childcare and safe guarding systems and procedures.
- 7 Extensive experience of working with and supporting children with SEN. An understanding of and commitment to Inclusion, Diversity and Equal Opportunities policies, social inclusion and anti-discriminatory practice.
- 8 Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
- 9 To have well developed presentation skills including the ability to chair formal and informal meetings and forums with a diverse range of people.
- 10 To have the ability to prioritise, plan and organise one's work and the work of others within conflicting demands.

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