

Early Years Provision and Childcare Development Officer

The right candidate will work with the existing childcare team to develop our current services to include nursery provision, supporting staff and leading an established team into this new role. Although the position of development is for 12 months, it is anticipated that the candidate will progress from developing the nursery within our childcare setting, to becoming Manager of the Childcare Services when the funding to develop the services ends and our outcomes for that funding is complete.

Key Tasks

- Participate in discussions with the Early Years Development Team and develop our current childcare provision to provide up to 40 childcare places beginning in 2019.
- Develop our current staff, and build up the team by recruiting, training and supporting staff to deliver a high quality service in the community.
- Develop appropriate policies and procedures for the service delivery of nursery provision, in line with Health and Safety, Care Inspectorate, and HMIE legal requirements.
- Develop in line with CEO a budget forecast for the initial 3 years of nursery provision, to ensure sustainability can be accomplished through clear targets and outcomes.
- Oversee the minor refurbishment project that will be required to increase floor space and garden ground within the childcare space and recruitment of new staff.
- Working alongside the Services Manager explore potential of providing MA placements, and an impact assessment and budget for directors.
- Marketing of the Nursery Provision through networking, attending events, developing leaflets and through social media.
- Report to Directors and CEO on progress in achieving outcomes within the timescales.

Job Specification

Essential

- To have at least 4 years nursery experience at least 2 of these at a senior or managerial level.
- To register as manager with the SSSC and either have the appropriate qualification or be working towards it
- Will meet the requirements to be the registered manager of the childcare department with the Care Inspectorate
- Ability to review monitor and implement Improvement Plans that reflect on daily practice and identify areas for continual improvement.
- Ability to review, monitor and implement an effective Key Child approach within the setting.
- Excellent verbal communication skills that would maximise marketing and engagement with parents, schools, staff and partners.
- Excellent written and organisational skills and the ability to work within timescales, using own initiative and reporting when required to CEO, Service Manager, and directors when required.
- Good computer skills, ability to use excel, publisher and word.
- Be self-motivated and driven to achieve current and future expectations
- To have awareness of any legislation relating to your role and be familiar with, the Health and Social Care Standards; SSSC Codes of Practice; Building the Ambition and/or Curriculum of Excellence, Pre- Birth to Three, and the HGIOELC Document
- Have an excellent understanding and have a working knowledge of all aspects of Health & Safety e.g. Risk Assessments, COSHH, and quality assurance.
- Any other duties as required by your senior