



Job Profile: Extended Schools/Childcare Level 6 (G7)

Job purpose:	<p>To strategically manage and co-ordinate the setting in the absence of the Headteacher.</p> <p>To be the designated person for Safeguarding at St. George's Central CE Nursery, Lancaster Avenue.</p> <p>To lead and manage high quality childcare provision for children in line with current legislation.</p> <p>To be responsible for Inclusion, providing particular help for those children with learning difficulties and/or behavioural, social or physical disabilities, as required.</p>		
Reporting to:	Headteacher and other school based staff		
Responsible for - Staff	Line management of childcare staff		
Liaising with:	Children, parents/carers other members of staff		
Grade of post:	G7	Gauge ref:	A23516
Disclosure level:	Enhanced		

Job Outline

- To be responsible for the day to day leadership and management of the childcare setting all times and in line with EYFS and all other relevant legislation.
- To ensure that children are safeguarded at all times and follow safeguarding procedures.
- To supervise and provide particular support for children (aged 0-4), ensuring their safety and access to learning activities.
- To be responsible for the management of staff and be involved in recruitment, development and supervisions in line with the Councils human resource policies and procedures.
- To support the Headteacher in the recruitment of appropriate staff, ensuring effective induction and professional duties and conditions of employment are fulfilled.
- To be responsible for overseeing collection and collaboration of fees and monies.
- To assist the Senior Leadership team in ensuring that all relevant policies and procedures are up to date and comply with current legislation and the school/LA.
- To work in partnership with parent/carers, Ofsted and other external agencies.
- To ensure the effective delivery of programmes linked to local and national strategies.
- To actively research and create new initiatives for benefit of the children and the setting.
- To be responsible for marketing strategies in order to raise the profile of the setting within the community.
- To maintain an up to date knowledge of legislation and national developments in relation to the setting.
- To advise the Headteacher of future priorities for expenditure and future developments of the setting.
- To assist with the efficient and effective management and organisation of the accommodation to ensure it meets the needs of the curriculum and health & safety regulations.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with our school approach and ethos.
- To plan learning activities and monitor children's responses, accurately recording achievements and progress.
- To provide feedback to parents/carers in relation to children's progress and achievement under guidance of the Early Years Leader.
- To promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

'Never settle for less than your best'

Jesus said, I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

- To take responsibility for groups of children on visits, trips etc.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.
 To continue personal development in the relevant area.
 To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your area of work.

**Schools Job Profile Acceptance Form
 Extended Schools/Childcare
 Level 6 (G7)**

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: Date

Signed Headteacher: Date

Signed Jobholder: Date

Print Name Jobholder: NI No:

School Name:

DFES

Please sign and return to your manager.

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Person Specification / Selection Criteria
Extended Schools/Childcare
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A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Significant experience of working with children, young people and families in a formal child care setting	E		A, I, R, P
Previous management experience		D	A, I, R
Previous experience of budget monitoring		D	A, I, R
Experience of undertaking HR based procedures		D	A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 4 in Childcare & Education or equivalent level of relevant experience	E		A, I
Degree in EYFS		D	A, I
Early Years Teacher Status or Qualified Teacher Status		D	A, I
Recognised Management Qualification		D	A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Commitment to undertake further relevant training	E		A, I
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the Early Years Foundation Stage statutory framework.	E		A, I
Knowledge of relevant legislation, policies and codes of practice at both local and national level especially in relation to the setting	E		A, I
Knowledge of child development and learning processes	E		A, I
Knowledge of personnel related issues	E		A, I, R
Knowledge and understanding of equality and diversity	E		
Knowledge of managing and/or monitoring designated budgets	E		A, I, R
Knowledge of Health and Safety policies and procedures	E		A, I

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D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Excellent communication skills	E		A, I
Ability to use initiative to resolve medium term problems	E		A, I
Flexible approach to working with staff, children, young people and families	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to lead and motivate staff and work effectively as a member of the team	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to plan, develop and implement programmes of work	E		A, I
Ability to effectively use IT programmes	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

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