

JOB DESCRIPTION

JOB TITLE: Centre Manager

RESPONSIBLE TO: Deputy Manager

MAIN PURPOSE OF JOB

To manage a centre that support children and families in the local area on behalf of Midlothian Sure Start.

MAIN RESPONSIBILITIES

Overall responsibility for the delivery of supportive services to parents with very young children. Staff management and financial management. Preparing, maintaining and quality assuring the service to at least a Very Good standard as outlined by the Care Inspectorate.

MAIN TASKS

- Services to children and families: Plan and oversee the delivery of services to families in a defined local area, in a non discriminatory manner.
- Monitor and evaluate the service on a regular basis, providing update reports to the line manager.
- Identify relevant local people to form a users group with a clear remit regarding consultation and decision making.
- Liaise with other Centre Managers to share practice and contribute to the development of Midlothian Sure Start.
- Support staff and users in developing a centre which provides a warm and friendly atmosphere.
- Provide relevant support and guidance to families when needed in a 1-1 or group setting.
- Provide relevant services for the delivery of Midlothian Sure Start.
- Conduct an initial referral meeting with referred families which may include a home visit.
- Ensure all children and families attending the centre receive a review every six months.

- Liaise with a full range of relevant professionals in social work, health, education and voluntary agencies, in order to co-ordinate services for families and to raise awareness of the centre.
- Attend relevant stakeholder meetings including multi-agency meetings and children's hearings and complete reports and chronologies as required
- Keep abreast of developments in childcare and take part in research activities as required.

Staff support and management:

- Recruit, manage and appraise Early Years Practitioners and Support Workers, Senior Practitioners (where relevant) volunteers and any other centre staff, staff support and supervision, and supporting professional development and training opportunities.
- Ensure the Early Years Practitioners and Support Workers provide play opportunities that are appropriate to the developmental needs of children and that child protection procedures are implemented.
- Support the Organisation's capacity to take students.
- Arrange weekly staff meetings.

Financial management:

- Manage the day to day finances and administration of the centre.

Health & Safety

- Manage the accommodation and maintain safety in all areas, including maintaining good working relationships with the landlord and other tenants as required.

Personal development:

- In consultation with line manager, attend relevant professional supervision.
- Carry out any other duties as required by the line manager.

EXPERIENCE

- The ability to communicate effectively with children, parents, students, colleagues and staff from other agencies.
- Initiative, creativity, self-direction, self-awareness.

- A sound knowledge and understanding of the needs of families and children with a particular focus on young children.
- Evidence knowledge and understanding of the issues that affect families with children, including issues pertaining to the local area.
- Sound experience in working in group situations and with an understanding of group processes.
- Proven skills in working with parents in building up their self-esteem and confidence.
- Flexibility of making the most of opportunities as they arise.
- The ability to operate as a member of a team.

QUALIFICATION

An HNC Childcare and Education, NNEB, Dip Social Work, Community Work, Community Education, Health or Equivalent qualification is essential. A management qualification which is certified at or above SCQF Level 8 (minimum 60 credits) or an equivalent qualification accepted by the Scottish Services Council for registration is essential. (Candidate may be working toward this qualification)