



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Childcare Manager Saheliya's Around the World Nursery - Edinburgh

Job Title	Childcare Manager (* Female)
Location	125 McDonald Road, EH7 4NW, Edinburgh OR at various locations across Edinburgh if mobile crèche services are to be delivered
Job Hours	35 hours per week
Accountability	Community Enterprise Manager
Salary	£27,000 - £31,000 per annum, based on experience and qualifications

Saheliya's Around The World Nursery is a not for profit, charitable, social enterprise. You will be working to provide high quality, accessible play and learning experiences for all children in relation to their needs, abilities and developmental stage. You will be working in a fun and caring environment, with staff and children from a diverse range of cultural backgrounds.

Key work objectives

The main purpose of this post is to lead the Around the World Nursery, crèche and mobile crèche services in Edinburgh. You will work to achieve and maintain the highest possible standards recognised by the Care Inspectorate (at minimum level 4) for all Quality themes.

Duties & Responsibilities

The following key work areas outline the broad duties and areas of responsibility; with specific goals/targets required to meet these duties to be agreed and directed by your line manager.

- To ensure provision of safe, valuable play and learning experiences for all children in relation to their needs, abilities and stage of development
- To lead the development and maintenance of positive partnerships between parents, staff and partner agencies or customers by encouraging and facilitating effective communication, sharing information, and involving users in developing and/or delivering services where appropriate
- To have a child centred approach in the running of the service, ensuring observation and planning processes work to meet the needs of all children and their interests

- To prioritise safety and act as a designated person for safeguarding children
- To work in compliance with the National Care Standards for early education and childcare
- To recruit, induct, support, and train a diverse staff team to deliver high quality childcare and crèche services
- To encourage an environment of continuous professional development including a commitment to updating staff and personal knowledge through a range of sources
- To support staff retention and team building through effective communication, succession planning and team engagement
- To ensure staff, volunteers and placement students adhere to the requirements of the Care Inspectorate, Scottish Social Service Council and other relevant legislative and good practise bodies in the provision of day care services
- To review, update and implement all nursery policies and procedures, progress reports, improvement plans etc in keeping with legislation and good practice.
- To deploy staff effectively to maintain staffing ratios in accordance with statutory regulations and budgets
- To oversee, administer, maintain, monitor and report on income generated.
- To continuously develop monitor and evaluate systems that reflect good practice and identify and action areas for improvement
- To ensure the care provided by all staff/volunteers and placements students reflects non-discriminatory practices with respect to gender, race, ethnicity, culture, age, religion, sexual orientation and disability
- To undertake any other related duties as required by your line manager

JOB SPECIFICATION

Attributes	Criteria	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 or above qualification in Childcare and Early Education	Essential
	2. Relevant safeguarding/child protection training undertaken	Essential
	3. Recent Paediatric First Aid certificate	Desirable
	4. Basic Food Hygiene Training	Desirable
Relevant Experience	1. Previous Management experience in a relevant early years setting	Essential
	2. Experience of working with children in an early years setting	Essential
	3. Experience of supporting, supervising and managing staff members	Essential
	4. Able to manage workload and manage time effectively to deliver the desired results.	Essential

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141 552 6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861) and recognised as a charity (SC020069)

General and Special Knowledge	<ol style="list-style-type: none"> 1. Ability to work with parents/carers/families to encourage partnership working 2. Demonstrate good financial acumen with the skills to manage budgets 	Essential Essential
Skills and Abilities	<ol style="list-style-type: none"> 1. Ability to communicate clearly with adults and children using a variety of techniques. 2. Ability to succession plan, evaluate and monitor services. 3. Ability to work as part of a team and to motivate, inspire, and lead a staff team. 4. Ability to produce high quality written work. 5. Ability to positively present the organisations values, goals, and policies to parents, staff, and partners. 6. A competent user of ICT systems and have the willingness to learn and develop IT skills as required. 7. Good organisational skills 	Essential Essential Essential Essential Essential Essential Essential
Any Additional Factors	<ol style="list-style-type: none"> 1. Desire and willingness to continue with professional development training 2. Understanding and working knowledge of Equal Opportunities 3. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary within the nursery setting. 	Essential Essential Desirable

Deadline for applications: Monday 1st July 2019(10am)

Interview Date: Wednesday 3rd July 2019

Please email completed applications to: info@saheliya.co.uk
or post to
Recruitment, Saheliya, 125 McDonald Road, Edinburgh, EH7 4NW.

CVs will not be accepted

*** The Equality Act 2010 (part 1, Schedule 9) applies to the above posts.
Applications are therefore restricted to female candidates only.
All posts are subject to enhanced checks by Disclosure Scotland.**

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