



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Early Years & Childcare Development Manager Saheliya's Around the World Nursery - Edinburgh

Job Title	Early Years & Childcare Development Manager (* Female)
Location	125 McDonald Road, EH7 4NW, Edinburgh and at various locations for the delivery of mobile crèche services
Job Hours	Working hours could be negotiated
Accountability	Community Enterprise Manager
Salary	£31,000 per annum pro rata (salary increase dependent on development of services and income generation)

We are looking for an innovative and enthusiastic Development Manager for our social enterprise childcare services which include nursery, crèche, and after school provision, as well as outreach childcare. She must be a hard-working ideas person with a commitment to best practise service delivery and to the achievement of social outcomes.

Saheliya's Play and Learn Childcare Service are a key part of our charity, delivering services and employing staff on a social enterprise model. You will be ensuring 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 birth to 8 years) from a wide range of cultural backgrounds.

Key work objectives

You will be responsible for the development and day-to-day running of all the services to achieve and maintain the highest possible standards.

Duties & Responsibilities

- 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 and develop 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. A qualification in Childhood Practice recognised by the Scottish Social Services Council at SCQF level 9 or above or a Management qualifications mapped to the Standard of Childhood Practice at SCQF level 9 or above	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 	<p>Essential</p> <p>Essential</p>
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 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Any Additional Factors	<ol style="list-style-type: none"> 1. Desire and willingness to continue with professional development training 2. Commitment to Equal Opportunities 3. high degree of professional and personal integrity 4. Experience of working in a trauma-aware or mental health setting. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>

Deadline for applications: Tuesday 21st September (10am)

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.**