



Centre Manager Job Share/Part-time considered Candidate Information Pack

Sept 2024



About Rainbow Community Childcare

Introduction to Rainbow Community Childcare

Rainbow Community Childcare is a registered charity and an established, non-profit community organisation providing pre-school education and affordable childcare to the rural community of Eglish, Co Tyrone and surrounding area. We offer a comprehensive childcare service for children aged 6 months to 11 years with daycare and afterschool provision. Rainbow Community Childcare offers a safe, secure and child-centred environment where children can develop to their full potential. We have created a learning environment which offers excellent quality of care and education through a broad and balanced curriculum and guided by the High Scope approach to learning.

The newly formed Senior Management team and staff at Rainbow Community Childcare work in partnership with parents/carers and involve them in all major decisions regarding their child and to keep them informed of their child's progress.

We are registered with the Southern Health & Social Care Trust and the Education Authority Northern Ireland (EANI) and are inspected annually to ensure that high quality care and pre-school education is provided. We are also a member of Early Years – the organisation for young children. Established in 2011, Rainbow Community Childcare is situated in the village of Eglish. It evolved from Rainbow Playgroup, founded in 1981 by a group of local mothers in need of such a service in the rural community.

The newly formed Senior Management Team was implemented to have shared responsibility with senior members of staff. The Centre Manager will have ultimate responsibility when in post, however, the Senior Team have specific areas of responsibility and will act as Person in Charge in absence of the Centre Manager.

Aims and Objectives

- To provide a centre which complies with all regulations and provides a safe and secure provision of childcare.



Centre Manager (Job Share/Part Time considered)

Location: Rainbow Community Childcare, 2 Stiloga Road, Eglish, Co. Tyrone

Reports to: Chair of RCC Management Committee

Contract: Permanent

Salary: Highly Competitive

Job Purpose

The Centre Manager has an integral role within Rainbow Community Childcare and the key responsibilities are:

- Working in collaboration with the Senior Management Team to lead and inspire the staff in delivering a centre of excellence for childcare provision.
- Ensuring that all families receive a friendly welcome from the team and that a friendly atmosphere is maintained and promoted throughout the setting.
- Ensuring that the team deliver a high standard of fun, learning and development opportunities in caring for the children in the centre, while making sure the quality of the service meets statutory requirements and is in line with the ethos of RCC.
- Leading the team in communicating effectively with parents and carers, in order to increase the family's involvement in their child's development.

Key Responsibilities

The post holder will, under the direction of the Management Committee, and in conjunction with the Senior Management Team be responsible for:

Service Delivery & Excellence

- Ensuring the provision of high-quality care for all the children who attend RCC.
- Welcoming parents and children and keeping parents/carers fully informed of their child's overall development.
- Managing staff in the delivery, planning and evaluation of a caring, stimulating environment that meets the individual needs of all children.
- Assist planning, preparation and, if appropriate, participation in all special events, outings and visits.
- In conjunction with supervisory staff, ensure equipment is maintained and safe to use.
- Ensuring key workers maintain children's observations, including daily records and regular reviews.
- Overseeing the preparation of quality children's meals.
- Practicing strict confidentiality in relation to personal information regarding children, their families and staff in accordance with RCC's policies and procedures.
- Acting as Designated Child Protection Officer, working within Safeguarding & Child Protection Procedures as appropriate, reporting on any serious incidents involving a child and adhering to the centre's Safeguarding & Child Protection Policy.
- Ensuring that the service values and respects the differing abilities, cultures and ethnic backgrounds of the families and children using the centre.
- Maintaining close contact with local primary schools.
- Ensuring the development and implementation of RCC programmes in line with recognised best practice for both children and staff.
- Overseeing all areas where the children are present are prepared on a daily basis in accordance with the Centre's policies and PHA guidelines in relation to infection control.

Job Description

Management of Staff

Working in conjunction with the Senior Management Team in managing the staffing provision for the Centre including but not limited to:

- Recruitment, selection and induction of new staff members;
- On-going management and review of staff duty rota including opening and closing of the centre;
- Conduct regular staff briefings and meetings;
- Organisation of staff training required to operate the centre including support and supervision of staff and annual appraisals;
- Monitor and keep records of all staff, including contracts of employment and any subsequent amendments, as well as annual leave, time in lieu, sickness leave and or any other period of absence.
- Empower and direct staff as required in the planning and development of play programmes and the delivery of planned activities for the children.
- Promote and maintain staff discipline, morale and quality standards through clear leadership and by example.

Financial Management & Reporting

Working in conjunction with the Senior Management Team and Management Committee to;

- Ensure services are managed within agreed annual budgets and are within RCC financial policies and procedures;
- Ensure income is appropriately receipted, that all fees are charged accurately and collected in a timely manner, receipts retained and debts are minimised and managed appropriately;
- Oversee the preparation of accurate payroll records to allow monthly payroll to be processed;
- Ensure value for money with suppliers is maintained;
- Oversee management of repairs and maintenance costs on vehicles, buildings and grounds.
- Ensure occupancy levels within services are maintained to ensure viability and sustainability of services, including keeping a waiting list and admitting children when vacancies occur in keeping with RCC admissions policy.
- Ensure best use is made of resources and assist with fundraising initiatives in support of RCC.
- Identify and assist in the preparation and submission of applications for grant funding and to ensure all supporting records for award grants are retained and available for inspection when necessary.

Job Description

General Management & Leadership

Working in conjunction with the Senior Management Team to;

- Assist the Management Committee in the preparation of RCC Policies and Procedures, distribution and review, amend and update on an regular basis.
- Ensure all records are properly maintained in accordance with the policy and procedures of the company.
- Ensure all Health and Safety procedures are followed, and risk assessments are carried out.
- Provide information sessions for parents, including and not limited to the provision of information on RCC website and other means of communication.
- Carry out regular evaluations of the service, attend external review meetings and provide written reports as required.
- Ensure service quality through ongoing internal audits and external inspection reports.
- Attend meetings as required and positively represent the interests of RCC.
- Maintain and provide such structured and narrative reports as are required with the Key stakeholders including SHSCT, The Early Years Organisation and the Education Authority
- Act as key holder and ensure the overall security of the premises.
- Work closely with key stakeholders, e.g. SHSCT Early Years Team, The Early Years Organisation and the Education, Health, local schools, other voluntary groups, etc., to ensure the effective management and development of RCC.
- Maintain an appropriate and up-to-date Safeguarding & Child Protection Certificate, First Aid Certificate and Food Hygiene Certificate and keep up to date with relevant training requirements.
- Carry out any other duties relevant to the post as may be required.

Person Specification



PERSON SPECIFICATION

Centre Manager (Job Share/Part Time considered)

FACTORS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education & Qualifications	<ul style="list-style-type: none"> NVQ Level 5 in Leadership for Children's Care, Learning and Development (Management) or equivalent preferable Will consider level 3 with level 5 enrollment along with 2 years management experience. Safeguarding & Child Protection Paediatric First Aid Full, clean UK driver's licence 	<ul style="list-style-type: none"> Relevant 3rd Level Degree
Experience/Knowledge	<ul style="list-style-type: none"> A minimum of two years' experience in a management role, including staff management and sound knowledge of finance and budgetary planning and control. Three years' experience in paid employment working with children aged under 12 yrs. Excellent working knowledge of Early Years care and education, and the Health and Social Care Trust Minimum Standards. Knowledge of child observation, planning and recording. Knowledge and proven practical experience of implementing good quality learning opportunities. Managerial Experience within a Daycare setting 	<ul style="list-style-type: none"> One year's experience of working with children with additional or special needs. Knowledge of the High Scope approach to early childhood care and education.
Skills & Attributes	<ul style="list-style-type: none"> Empathy and understanding of young children; Excellent verbal and communication skills with children and parents; Ability to write reports and keep clear and accurate records; Effective team leadership; Excellent organizational skills; Administrative and basic IT skills; Ability to work as part of a team; Able to work on own initiative. 	
Personal Qualities	<ul style="list-style-type: none"> Calm and caring nature; Reliable, enthusiastic and flexible; A commitment to quality in all areas, with a high level of motivation and enthusiasm; Able to perform under stress; A creative thinker; A good sense of humour. 	

Recruitment Process

Please submit a completed application form and the monitoring form to apply for this position.

CVs will not be accepted.

The closing date for applications is Monday 7 October, 2024 at 12 noon

Applications received after this time and date will not be accepted.

Completed applications and queries should be sent to:

seniorhradvisor@viablecs.org.

Privacy Notice

Introduction

Rainbow Community Childcare is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses
- Date of birth
- Gender and religious background
- Identification documentation: Copy of driving licence, passport, etc.
- Documentation relating to your right to work in the UK
- Copies of right to work documentation
- References and other information included in our cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Information from interviews you may have

Collection of Data

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Personal Data is kept in personnel files or within HR and IT systems.

Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- To process your application and to help us decide whether to make an offer of employment to you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Privacy Notice

Purpose for using your personal data

We may process your data for the following purposes: -

- Making a decision about your recruitment or appointment.
- AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring.

How we process “special categories” of more sensitive personal information

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application, e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.

We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.

These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

- Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

New purpose for using personal data?

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection.

Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

Privacy Notice

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Your Rights

As a data subject you have the following rights:

1. The right to be informed
2. The right of access to make a subject access request – you can request a copy of the personal data we hold about you
3. The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
4. The right to erasure – you can ask that your personal data is erased
5. The right to restrict processing – tell us to stop using information about you to sell products or services
6. The right to data portability – provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
7. The right to object – you can tell us you no longer would like us to process your data and to stop processing.
8. Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative by email on: rainbowcommunitychildcare@gmail.com

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Officer on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England