

Job Specification

Crèche Business Manager

Overall Purpose of Job:

The Crèche Business Manager at **Caisleán Óir, Glinsk, Co. Galway** will be responsible for the efficient running of the crèche on a day to day basis, as well as safeguarding the continued sustainability of the business.

He/She will provide a safe, stimulating and child centered environment to ensure that all children's developmental needs are being met. The Manager will ensure that all members of the team work effectively and professionally under their guidance and supervision, and in accordance with the crèche's policies and procedures, which meet the requirements of the relevant funding organisations. Partnership with parents/guardians is an essential part of this role. This role requires a democratic leader, fair and caring to staff, children and parents/guardians.

The Manager will be accountable to the Voluntary Management Committee (Board of Directors), and will report directly to them.

Key Areas of Work:

Welfare & Development of the Child:

- The Manager is responsible for the overall safety and welfare of the children and staff.
- Works directly with children accessing the service.
- Ensures that the Children First Guidelines are being followed in relation to child protection concerns.
- Understands the role and function of the child protection Designated Officer.
- The Manager by delegation to the Room Leaders and staff should ensure a daily routine for the children is formulated which offer a wide variety of play activities, and follows Síolta & the Aistear curriculum. This will allow for the creative, physical, imaginative, social, sensory, emotional, intellectual and linguistic development of the child.
- The Manager by delegation to the Room Leaders ensures that the rooms are set up before each session and tidied up at the end in accordance with daily routine plans and activities.
- Ensures a file is kept on each child including details such as contact details for parents/guardians, medical issues, allergies, dietary requirements and any other relevant information. Ensure child observations regarding the child's development,

behavior and progress are added to their main file as the child moves rooms. These should be kept in a locked file.

- The Manager by delegation to the Room Leaders ensures that regular observations are carried out on each child and that appropriate notes are kept and parents/guardians updated regarding same.
- Ensure that any infringements outlined in Inspection reports are followed up and rectified (liaise with management committee).
- Ensure that the principle of confidentiality is fully observed by all staff members in relation to any personal details regarding the children and staff.
- Ensures a positive approach to behaviour management is implemented within the service at all times based on the services behaviour management policy.

Business/Financial/Administrative:

- Ensures the service follows the agreed Financial Procedures & Governance policies and maintains all records as required, including (but not limited to) Cash Receipts, Petty Cash log, Cheque Journals, Invoices, Bank Statements, Credit Union Statements, Credit Card Statements, Bank Reconciliations, Mileage Logs, Shopping Logs, Debtors Log.
- Prepares monthly Income & Expenditure accounts including analysis and recommendations
- Completes PIP registrations for service users obtaining funding through various supported schemes.
- Completes the calculation and payment of wages and revenue returns.
- Recruitment, selection, induction and retention of staff in consultation with the Management Committee.
- Reviews, updates and further develops policies and procedures in conjunction with the management committee and staff annually and more often if required.
- Represents the service during all inspections by relevant authorities.
- Considers long term, medium term and short term business strategies including effective marketing and promotion of the service.
- Manages fee structures.
- Prepares and manages detailed financial forecasting, and manages the cash flow of the business.
- Completes regular Pobal returns.
- Sources information in relation to all potential funding or grants available to the service, and completes the application for same in consultation with the Management Committee.
- Ensures parental fees are collected on a regular basis, and manages exception based late payments.
- Network with appropriate statutory and voluntary agencies.
- Develops ongoing positive relationships with parents/guardians, and the wider community.

- Carry out any other duties as reasonably requested by the Management Committee.

Health & Safety:

- Ensures that the service is operating to the standard and above of the Pre-School Regulations 2006.
- The Manager takes on the role of Safety Officer and is accountable for all Health & Safety related policies and procedures being maintained regularly and implemented in full, and are in compliance with Health, Safety & Welfare Act 2005, and the associated General Application Regulations 2007.
- In conjunction with the Room Leaders, ensures that the first aid boxes in each room are always stocked up.
- Ensures that fire drills are organised on a monthly basis.
- Ensures that the environment is safe and free from hazardous conditions for both the children and other staff members.
- In conjunction with Room Leaders, ensures any incidents/accidents that happen in the setting are recorded, and reported appropriately.
- Ensures that the services Safety Statement is on display at all times.
- Ensures that First Aid certificates must be up to date, and must ensure there is always a person present on the premises with first aid training.
- Ensures that Fire Safety certificates must be up to date, and must ensure there is always a person present on the premises with fire safety training.
- Ensures that all fire escapes are checked regularly.
- Ensures that any incidents/accidents that happen in the setting are recorded and all relevant parties are informed accordingly, and any follow-up future mitigating actions are taken appropriately.
- Ensures that the management committee is informed of possible health and safety concerns for them to rectify.

Communication:

- Ensure parents are regularly updated regarding their child's progress/activities.
- Involve parents as much as possible in activities/outings/events within Pre-Monti & Montessori
- Ensure parents are fully informed of services policies and any developments.
- Holds individual Room Leaders meetings at least once per month
- Holds general staff meetings at least once per quarter
- The Manager should meet with either the full management committee or staff liaison officer from the management committee at least once per month.
- The Manager should understand that the management committee is his/her employer and that they will work in partnership with the manager regarding basic policies, rules, fees etc.
- The Manager should be aware of and understand the relationship between the management committee; he/she should know who is responsible for what.

- The Manager will refer to/liaise with the local County Childcare Committee for additional support and to access training for him/her and staff members.

Leadership & People Management:

- Ensures that all staff members follow all policies and procedures.
- Ensures supervision is provided of volunteers and students on placement.
- Acts as a positive role model and support for all staff in the service.
- Conducts support and supervision for staff, meeting with each staff member individually at least once every 6 months, with performance management of each staff member completed at least once annually, or as required to deal with issues.
- Organises an efficient staff rota in line with the staffing strategy.
- Identify training needs for all staff.
- Operate an annual leave and training request system for staff.

Training & Personal Development:

- Obtain/Renew all relevant training when certificates have expired.
- The Manager must demonstrate a commitment to ongoing professional development –attending training, events, seminars etc at the request of management committee and also by your own initiative. This training may take place out of hours and an allowance may be available from the management committee depending on available funding. You may at times however have to fund training yourself.

Reporting:

The Business Manager is responsible to inform/report to the management committee about:

- Any complaints received from parents regarding staff members or service.
- Any concerns regarding safety of premises or equipment etc.
- Difficulties/conflicts between staff that have been unresolved.
- Repairs/replacements of equipment.
- Submit a monthly service report to the management committee.
- Submit the monthly I&E including variance analysis report to the Treasurer.
- Submit report for the AGM.
- Participate in support and supervision with staff liaison officer once monthly.

Employment Conditions:

- Permanent full time contract, 35-39 hrs pw
- Probation period of 6 months

- Annual leave of 20 days. Some annual leave will be fixed in line with service closure, e.g. Christmas.
- Willingness to attend out of hours meetings as required, e.g. AGMs, Management Committee meetings, Staff Meetings

Skills and Experience:

- 3+ years in a childcare facility
- 2+ years in a manager role in a childcare facility
- Minimum FETAC Level 5 in Childcare related discipline, but FETAC level 6+ desirable.
- FETAC Level 6+ in Management desired
- Full clean driver's license desired
- Current First Aid Certificate desired (either Paediatric or Occupational)
- Current Fire Safety Certificate desired
- Knowledge of Pre-school Regulations 2006
- Knowledge of Child Protection Issues
- Knowledge of Employment Laws
- IT Skills, particularly MS Excel
- Administrative and Budget Management skills
- Experience of relevant record-keeping
- Experience in managing staff and motivating teams

Personal Attributes:

- Ability to act decisively
- Ability to work on own initiative
- Ability to delegate effectively
- Ability to resolve conflict
- Excellent people and communication skills, and a strong team player
- Strong time management skills
- Strong Leadership and organisational skills
- Dependable, quality minded and thorough with strong attention to detail
- Open and collaborative
- Pragmatic when required to achieve operational goals