

Thornhill Centre, Cardiff Lighthouse Nursery Manager

Job Description

1. Commencement of employment

Preferably 16 June 2008, to replace incumbent from 1 August 2008

2. Duration of employment

This post will be offered on a permanent basis

3. Job title

Nursery Manager

4. Job Summary

To establish, manage and deliver a high quality, private, educational nursery on a sessional, extended play group basis at the Lighthouse Nursery, Thornhill, undertaking your duties in the spirit of a disciple-follower of Jesus Christ*. The nursery is a key element of the Thornhill Centre Community Interest Company and to contribute towards the fulfilment of its objects (see 6 below).

5. Job Roles and Duties

1. Develop with others the vision and strategy for the nursery
2. Develop all policies and procedures in keeping with legislation and best practice, and comply with the standards of excellence expected by the Care and Social Standards Inspectorate for Wales
3. Manage and deliver the nursery on a day to day basis
4. Select, train, lead and motivate the nursery staff, both employed and voluntary
5. Obtain all necessary resources
6. Monitor and control the budget
7. Maintain all necessary records to do with the children, personal and educational
8. Maintain effective communication with staff, parent/guardians and relevant professionals
9. Provide feedback, advice and counsel to parents/guardians regarding physical, emotional, social and spiritual well-being of the child and family
10. Facilitate relationships and connections with other appropriate services at Thornhill Centre and in the wider community
11. Network with key professionals and services locally

You are required, as part of your role, to undertake your Duties in the spirit of a disciple follower of Jesus Christ ¹.

6. Objects of The Thornhill Centre Community Interest Company

The Company's object is to carry on activities which benefit the community and in particular (without limitation) to:

1. The advancement of: citizenship; social and community development; education; health and well-being; the arts, culture and heritage; for the benefit of the communities of Thornhill, Wales, and the global community;
2. The relief of those in need, by reason of: youth, age, ill-health, disability, financial hardship or other disadvantage, in the communities of Thornhill, Wales and the global community;
3. The advancement of the Christian Faith for the benefit of the communities of Thornhill, Wales and the global community

¹ This is a Genuine Occupational Requirement pursuant to section 7(3) of the Employment Equality (Religion and Belief) Regulations 2003

Lighthouse Nursery Manager

Person Specification

Qualifications

Child Care and Education Qualification to level 3 minimum

Essential Experience

At least 2 years experience in nursery provision

Desirable Experience

Management, including the management of people, both employees and volunteers

Knowledge and Skills

- A genuine care and concern for children's best interests
- Good communication and interpersonal skills with parents, children and staff
- A professional role model to the staff, with the ability to manage, lead and motivate
- A good team player
- Preferably qualified in first aid
- A concern for quality as viewed by the children, as well as by parents and the authorities
- People-oriented and committed to the shepherding and pastoral care of needy people
- Pragmatic, but willing to take steps of faith into new challenges
- A self starter
- A sense of humour!
- As this is a management role within Thornhill Centre, there is a genuine occupational requirement² for this post to be filled by a disciple-follower of Jesus Christ, who is able to lead in the spirit of the objects of the organisation and its Christian ethos

² Pursuant to section 7(3) of the Employment Equality (Religion and Belief) Regulations 2003