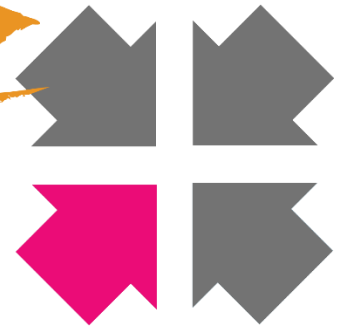


Centre

Children, Young People & Families



OPERATIONAL MANAGER – BUTTERFLIES DAY NURSERY

Dear applicant

I'm really pleased to be sharing details on the position of Operational Manager – Day Nursery, leading our Butterflies Day Nursery. Hopefully you're just the right person to join this team.

This role is key to the success of the nursery, and I appreciate that it could be demanding in the current climate but have every hope we can find someone with the drive and vision to help us achieve our goals. There is one aspect of the role that is a given, it's not predictable but brings a lot of joy.

The team are excellent and the children a delight, often visiting the community hub to share their learning or attend events; there was not a dry eye in the management office when they sang us Christmas Carols last year.

Butterflies Day Nursery is an essential and highly respected part of the Centre4 operation, and we're proud of the team for their commitment and enthusiasm to their roles, in what is a challenging industry. We have recently recognised this by becoming a Real Living Wage employer and improving our benefits package.

I'd welcome the opportunity to show you around and chat over a coffee if you would like to know more about the role and us.

Best regards

Tracey

Tracey Good

Chief Executive, Centre4

About Centre4

Centre4 was established in 1995 to support the ongoing regeneration of Grimsby and North East Lincolnshire.

Our modern Wootton Road community hub houses an array of activities and services at your fingertips, whether you're looking to squeeze in a workout at our community gym, reduce your weekly shopping bills at the Community Shop, take part in free activities or get access to practical help and support.

Our advice team is on hand to provide free and friendly support on benefits, debt and money management, housing, employment and much more. What's more, many of our services stretch beyond our centre and we're agile enough to deliver services across Grimsby and North East Lincolnshire.

Our Vision

Our vision is to support, enable and encourage the communities of North East Lincolnshire and surrounding areas to live thriving, healthy, happy lives.

We're a value-led organisation and remain committed to being:

Compassionate: We'll care, show kindness and help others in all that we do.

Honest: We'll be honest, truthful, open and sincere with others – both between ourselves as colleagues and to others. We'll do what we say we'll do.

Inclusive: We'll admire and value our communities, staff and volunteers – challenging oppression and valuing the diversity of local people.

Empowering: We'll support others to achieve their aspirations; and will always involve community members in service planning.

Strategic Plan 2023-2028

The themes of our Strategic Plan 2023-2028 include:

1. Children, young people and families
2. Community, health and wellbeing
3. Employment and training
4. Finance and resources

Strategic Objectives for the coming years

Children, Young People & Families

- Establish a Centre4Youth provision of high quality and measurable impact, with an ongoing sustainable funding strategy
- Create a robust business and marketing plan to ensure the financial viability of the Centre4 nursery (called *Butterflies Day Nursery*)
- To create ongoing projects and funding for family provision
- To build stronger partnerships with other agencies to create a more collaborative approach to service for children and young people

Community, Health, & Wellbeing

- Revise the ConnectNEL offer to ensure it becomes a viable funding option, while embedding its function into other projects
- Develop streams of funding for debt and advice services to meet demand
- Develop a business case for the gym and sports hall to increase activity and provision of health and wellbeing services
- Increase partnership working with our building partners to increase community activity
- Create a focus on community need and welcome to the centre

Employment & Training

- Ensure the financial viability of our Ethical Recruitment Agency (ERA), developing a plan that meets objectives and targets
- Develop a range of volunteering offers alongside work within the other themes
- Develop an employability offer for the whole community

Business and Facilities

- Increase financial sustainability of the organisation through increased room hire across Centre4 and the new youth building
- Develop a renewal and refurbishment plan that allows for continuous redecoration and refresh of our public and serviced areas to ensure a high standard increase room hire
- Research the feasibility of other assets, building on our expertise and increasing our assets where it meets our charitable objectives and community need
- Develop a marketing and communication strategy that supports projects to meet objectives

Butterflies Day Nursery

Butterflies Day Nursery was established in 2008, our 68-place nursery is located within the Nunsthorpe and Bradley Park Family Hub and catering exclusively to children from 0 to 7 years and 11 months. Butterflies Day Nursery is open 8am-6pm all year round and provides a healthy breakfast and tea to all the children in our care at an additional cost. The provision also provides creche facilities to partners and businesses locally.

The nursery has a high number of children with an additional need and is recognised by the local authority as a 'Centre of Excellence'

Ofsted Inspection June 2023

Butterflies Day Nursery is celebrating their recent Ofsted inspection with a 'GOOD' outcome. The team are particularly proud of the comments made by the inspector

- "Children and babies are warmly welcomed by a friendly, nurturing staff team"
- "Partnerships with parents is excellent"
- "Children's communication and language are exceptionally supported by staff"
- "The manager is passionate about improving the nursery to provide the best possible care and education for children"
- "The Special Educational Needs Co-ordinator is experienced and knowledgeable. She works closely with families and agencies to ensure that the children receive targeted support."

A recent comment from a parent

"I would like to thank each and every one of you for the help, care and love you've all shown my child over the past couple of years. You should be really proud of what you do, seeing my child go from a nervous wreck coming into nursery to absolutely loving it has been amazing to watch and she will miss nursery so much! She loves you all and we can't wait for you to have her sibling"

The nursery is also proud to announce that the setting is also Early Years SENCO certified, with the SENCO completing their Level 3 Award for Early Years SEN Coordination. This feeds into NELC's recognition of the nursery being a 'Centre of Excellence' for the work they are doing to support neurodiverse children and children with additional needs.

Role Information

Title: Operational Manager – Day Nursery

Accountable to: Head of Service – Children, Young People, and Families

Accountable for: Day Nursery team members, seniors

Salary: £34,479 per annum

Hours: 37.5 hours a week to cover day nursery operation 8am-6pm Monday – Friday and other hours as needed for the business. The nursery is closed on bank holidays

Place of work: Butterflies Day Nursery, Sutcliffe Avenue, Grimsby, DN33 1AN and other venues as needed

Annual leave: 25 days/year plus bank holidays, increasing annually to a maximum of 29 days/year

Benefits: Health and wellbeing schemes, improved Sickness Absence conditions, Community Shop membership, Community Café, free car parking, low-cost gym access, work-based savings scheme, cycle scheme, rewards and wellbeing offers, reduced childcare

Subject to: Satisfactory enhanced DBS, reference checks and six-month probationary period

Person specification

The role is key to the development and delivery of our childcare provision, Butterflies Day Nursery, leading the committed team to provide a setting that strives for quality and an excellent reputation in our community. In a demanding field, that is struggling countrywide, we are looking for someone who has an eye on the business and financial objectives whilst creating a space for our children that is safe, inclusive and **nurturing**.

Working with the Head of Service for Children, Young People & Families, you will plan, develop and deliver the nursery operational plan, working with the Deputy Manager and leads to ensure objectives are met.

The role carries significant responsibilities, being Senior Designated Officer for safeguarding and leading the plans to maintain and improve our Ofsted registration and rating.

We are looking for someone who is passionate about improving the lives of children on the Nunsthorpe and Bradley Park estates and wider communities of North East Lincolnshire, with a commitment to working within our values with drive and vision.

Whilst we would ideally seek someone with a higher level of qualification, we have placed the minimum Ofsted requirement to ensure that we are open to candidates that bring the desired attitude and drive alongside the requirements of the role.

We're looking for someone who can bring:

- A passion for early childhood education, with experience in developing and implementing age/child appropriate curriculum and activities for children
- An approach to leadership that brings out the best in people and teams, values every contribution, builds diversity, raises standards and invites enthusiasm and commitment
- A commitment and understanding of ensuring a safe and nurturing environment for all children
- An understanding of Ofsted and compliance processes, aiming to raise standards of provision

- An ability to drive the overall success of the nursery by managing staff, programs, and resources effectively, working with the Senior Leadership Team to develop and deliver business planning

You'll need to be:

- Minimum Level 3 Childcare qualification
- Minimum of four years working in a childcare setting and two years in a leadership role
- Focused and able to plan to achieve outcomes within your work area, being able to problem solve and make decisions
- Sound knowledge of safeguarding procedures within a childcare setting and local statutory procedures
- Inclusive in your approach to delivering services to children, families and all stakeholders
- A good communicator with all stakeholders, families, children, teams and partners
- Committed to delivering services that demonstrate high quality and ensure compliance across all activity

This role requires working in the voluntary sector, experience of this is not essential as we envisage that there may be potential candidates from other sectors with the essential skills and experience. However, the ability to adapt to working in the sector is crucial, it can be a culture shock for some, but the benefits are endless.

How to apply

Centre4 recruitment is processed through our internal recruitment agency, ERA, who will take you through the stages. However, if you would like to talk to us about the role in more detail, I am more than happy to have a chat at the hub. ERA will happily arrange this with you.

To apply for the role please send us an up-to-date CV and a covering letter explaining your experience to enquiries@eraemployment.agency

Applications should be submitted no later than 9am on Monday 24 June. Interviews are likely to be held week commencing 8 July 2024.

Equal, Diversity, and Inclusion

Centre4 is committed to equality of opportunity, diversity and inclusion in its recruitment process.

Safer Recruitment

Centre4 is committed to the welfare and safety of children and vulnerable adults in all its operation and adheres to Safer Recruitment practice; the role will be subject to an Enhanced Disclosure and Barring Check.

More information

For more detailed information on the role, or to arrange an informal chat, contact Ethical Recruitment Agency Manager Rachel Button on:

01472 236 677 / Rachel.button@centre4.org.uk