

## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service:</b> Learning & Leisure Services	<b>Division:</b> Education
<b>Section:</b> Early Years	<b>Post:</b> Head of Centre
<b>Grade:</b> NLC13	<b>Current Salary Scale:</b> £34,458 – £41,553
<b>Date vacancy occurred:</b> 11/09/09	
<b>Reason for vacancy:</b> Head of Centre was successful in securing another post in another local authority.	
<b>What are the consequences of not filling this post?</b> The consequences of the post not being filled are that there will be no significant senior management present within the centre. As well as the Head of Centre vacancy there also presently exists a part-time vacancy for the Depute Head of Centre post. Furthermore the centre is vulnerable in terms of management response to such situations as a care commission inspection. The Service has up to this point dealt with this very challenging situation by placing individuals into the post on an acting basis. This position is now untenable because of the duration of the vacancy and the need to change staff in the nursery. It is essential that staff, children and parents have a feeling that the nursery has continuity of leadership and stability.	
<b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b> The Service had considered placing an acting head of centre, however, this would be a third change of management of the last 2 years. The Centre and its children can no longer sustain the instability. Equally the Centre is subject to demands of the Care Commission.	
<b>The following documents are enclosed with this form:</b> (✓)	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
<b>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</b>	
<b>Signature Executive Director:</b> <i>Lo Pollock</i>	<b>Date:</b> 27/8/10
<b>Human Resources use:</b> <b>Date of Vacancy Monitoring Sub-Committee</b> _____	
<b>APPROVE / NOT APPROVE / CONTINUE</b>	

## North Lanarkshire Council

### Job Description

**Service:** Learning & Leisure Services  
**Division:** Newmains Nursery Centre  
**Job Title:** Head of Centre  
**Post Reference:** LLS/001/10/001B  
**Responsible to:** Area Education Officer  
**Grade:** NLC13  
**Conditions of Service:** SJC

#### **Job Outline:**

Responsible for the overall management and development of the nursery centre within the policies of North Lanarkshire Council. To develop flexible needs of centre users, including college students. To develop links with local primary schools to facilitate nursery/primary liaison.

#### **Main Duties**

1. You will be responsible for ensuring the smooth running of the centre and for creating and maintaining a safe secure learning environment for everyone
2. You will be responsible for creating and maintaining a positive ethos within the centre
3. You will be responsible for the management of the curriculum within the centre
4. You will be responsible for the preparation of an appropriate development plan and implementation of such having due regard to all council policies
5. You will be responsible for staff development, including in-house training where appropriate, in accordance with current early years policies and practices
6. You will be responsible for leading, supporting and motivating staff, and for deploying, monitoring and managing all staff activities
7. You will be responsible for managing admissions to the centre, forming relationships with children and their parents, and links with other establishments and agencies
8. You will be responsible for promoting the nursery within the local community as appropriate
9. You will be responsible for the effective administration of the centre, including record keeping; statistical records; and budget management procedures
10. You will be responsible for the implementation of student nursery nurse/work experience programmes

11. You will be required to attend meetings and case conferences as appropriate, on occasion outwith normal working hours. A flexible working pattern to meet the operational requirements of the establishment is therefore essential
12. You will be required to carry out any other duties within the purview of the post as prescribed by the principal officer or any other person acting on his/her behalf



**Location of Post in Structure:**

