

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Learning & Leisure Services	Division: Education
Section: Early Years	Post: Head of Centre - NEWMANS N.C.
Grade: NLC 13	Current Salary Scale: £ £34,683 - £41,823
Date vacancy occurred: 26.6.12	
Reason for vacancy: The Head of Centre has been granted ill health retiral following protracted absences from post.	
What are the consequences of not filling this post? An acting Head of Centre has been appointed on two separate occasions to cover protracted post holder absence. This lack of stability in the Management Team was noted during Care Inspectorate inspection (November 2010). During recent HMI inspection of the Nursery Centre (June 2012), the Inspectorate noted the extended support from the authority in supporting consistent, stable leadership. In post inspection discussion, Managing Inspector noted the high level of support from the authority during the past year and report will state that this should continue. Managing Inspector was firm in the view that stability of leadership will be central to delivering the improvement agenda for the Centre. For this reason, permanent post is requested.	
What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? 1. Secondment of existing experienced Head of Centre. This alternative, whilst effective in short term, will not support establishment of stable SMT in longer term. 2. Continuation of "acting" Head of Centre. This will be detrimental to progress. The Depute Head of Centre role is also unfilled at present, and it is preferable that this post is filled with new permanent Head of Centre in place.	
The following documents are enclosed with this form: (✓)	
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"/>
I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.	

Signature Executive Director: <i>J. Pollock</i>	Date: <i>26.7 2012</i>
Human Resources use:	
Date of Vacancy Monitoring Sub-Committee _____	
APPROVE / NOT APPROVE / CONTINUE	

NORTH LANARKSHIRE COUNCIL

EMPLOYEE SPECIFICATION

JOB TITLE: Head of Centre		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING	Degree qualification, for example B.A. in Early Childhood Studies/teaching qualification or working towards NNEB/SNNEB or HNC Childcare or SVQ III + HIV and First Aid Modules	Additional qualifications in early years Additional management qualification approved by SSSC
WORK EXPERIENCE	Minimum of five years service in early years setting Experience of the requirements under the Regulation of Care Act Leadership qualities Experience in a management post or equivalent	
KNOWLEDGE/SKILL/ ABILITY	Demonstrates the ability to provide written reports, address the needs of both staff and children in a supportive manner and lead/work with a team Ability to ensure child centred approaches to ensure effective programmes to meet the full range of children's needs Child development Integrated service delivery	Driving licence Evidence of ability to work with and support others Evidence of meeting a range of needs Evidence of leading a successful initiative or new development Evidence of working with adults/parents/community/other services.
OVERALL IMPRESSION I.E. MANNER/SPEECH HEALTH/APPEARANCE	Highly Articulate Well presented Effective communication skills Friendly and positive outlook	
DISPOSITION	Highly motivated A strong leader and motivator Ability to take initiative Ability to work effectively with other agencies and services Adaptable/flexible approach Ability to listen	Record of delivering quality services
OTHER (ability to meet special demands of the job such as shift work, etc)	Ability to work flexibly to meet service requirements	Demonstrates a flexible attitude in current post

(RECRUIT/MASTERS/ES)

North Lanarkshire Council

Job Description

Service: Learning & Leisure Services
Division:
Job Title: Head of Centre
Post Reference:
Responsible to: Area Education Officer
Grade: NLC 13
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

Organisational Chart : NLC Nursery Centre Newmains Nursery Centre

