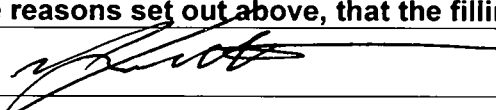


## Policy and Resources (Vacancy Monitoring) Sub-Committee

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

<b>Service: Learning and Leisure Services</b>	<b>Division: Education</b>
<b>Section: Early Years and Childcare</b>	<b>Post: Head of Centre Newmains</b>
<b>Grade: NLC13</b>	<b>Essential Qualification:</b> An HNC, SVQ Level 3, or equivalent qualification in Early Years and Childcare which includes the additional HIV and First Aid Modules.
<b>Date vacancy occurred:</b>	<b>Current Salary Scale: £38,064 - £42,663</b>
<b>Reason for vacancy:</b> This post has now been covered on a long term temporary basis and requires some permanency around its management structure.	
<b>What are the consequences of not filling this post?</b> This will have a detrimental effect on the leadership and management of the centre and ultimately the service provided to the children and their families.	
<b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b> No other alternatives have been considered.	
<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> 	<b>Date:</b> 7/7/15
<b>Human Resources use:</b> <b>Date of Vacancy Monitoring Sub-Committee</b> _____ <b>APPROVE / NOT APPROVE / CONTINUE</b>	

## North Lanarkshire Council

### Job Description

<b>Service:</b>	Learning & Leisure Services
<b>Division:</b>	Early Years and Childcare
<b>Job Title:</b>	Head of Centre
<b>Post Reference:</b>	
<b>Responsible to:</b>	Area Education Officer
<b>Grade:</b>	NLC 13
<b>Conditions of Service:</b>	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

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

## Family Learning Centre Structure

