



Centre Manager Candidate Information Pack

March 2025



About Rainbow Community Childcare

Introduction to Rainbow Community Childcare

Rainbow Community Childcare is a registered charity and an established, non-profit community organisation providing pre-school education and affordable childcare to the rural community of Eglis, Co Tyrone and surrounding area. We offer a comprehensive childcare service for children aged 6 months to 11 years with daycare and afterschool provision. Rainbow Community Childcare offers a safe, secure and child-centred environment where children can develop to their full potential. We have created a learning environment which offers excellent quality of care and education through a broad and balanced curriculum and guided by the High Scope approach to learning.



Centre Manager

Location: Rainbow Community Childcare, 2 Stiloga Road, Eglish, Co. Tyrone

Reports to: Board of Directors

Contract: Permanent

Salary: £47,000 - £52,000

Hours per week: 37.5

Job Purpose

The post holder will:

- Lead, manage and further develop Rainbow Community Childcare as a setting of excellence which delivers high quality care, learning and development for children aged 0 – 12, ensuring there is a continued focus on leading quality improvements across the early childhood sector.
- Promote and develop high quality, evidence-informed early childhood services for young children, their families and communities that instil the vision and values of Rainbow Community Childcare.

Key Responsibilities

The post holder will be responsible for:

Service Management and Development

- To hold overall responsibility for the safety and wellbeing of children in the care of Rainbow Community Childcare.
- To undertake and be responsible for Designated Officer/Responsible Person duties. Hold overall responsibility for the day to day management of safeguarding and child protection policies within the centre.
- To develop effective partnerships with parents/carers, staff, professionals and regulatory bodies to promote the early education and care, health, development and involvement of their children within the centre.
- To ensure the day to day management of the centre to a high quality, adhering to and meeting the requirements of the Minimum Standards and other statutory regulatory bodies such as Health and Safety, Department of Health, Fire Safety and Environmental Health.
- To be responsible for and ensure the implementation of all policies and procedures.
- To ensure the centre is welcoming, safe, caring, stimulating and educational whilst instilling and promoting the ethos and values of Rainbow Community Childcare.
- Implement the management, support, supervision and professional development of the staff team through positive working practices.
- To encourage, promote and develop Rainbow Community Childcare as a centre of excellence in the delivery of day-care services to children
- Manage the centre's occupancy, waiting list and induction of new families.

Job Description

Quality Assurance

- Contribute to quality outcomes for children and their families through the implementation and development of effective monitoring and evaluation of the centre in line with the minimum standards and relevant statutory bodies.
- Support the Rainbow Community Childcare Board of Directors in identifying goals and meeting targets to achieve a viable and sustainable business strategy.
- Provide leadership in the development of new programmes and initiatives that enhance the quality of care and education in the setting.
- Be responsible for the maintenance of all records including children's records, maintaining inventories, keeping personnel records, health and safety, registers and waiting lists.

Financial and Budgetary Responsibilities

- Make a significant contribution to the financial and non-financial targets within the centre through the implementation of short, medium and long term financial planning and strategy.
- To adhere to governance policy and procedure to ensure the maintenance of agreed systems for financial management.
- Ensure close monitoring of centre budget, endeavour to forecast future challenges and report findings to Board of Directors.
- Approving purchasing, ordering, balancing expenditure with income and management of staffing levels.
- Oversee office staff functions including work billing, debt management, grant applications, spending and monitoring.
- Prepare proposals for changes to fee structure, pay scales and budgets for grants.
- Prepare hours using software system, monitor absences, calculate Annual leave entitlement, Maternity Leave.
- To be aware of funding sources and grants and help complete funding applications.

Human Resources Responsibilities

- To be responsible for the recruitment and selection of staff within the centre taking into consideration forward projections and growth of the business.
- Ensure Induction, support, training and deployment of staff is in place and appropriately monitored to enable delivery of high quality early learning and care practice.
- Along with the Board of Directors manage HR issues and concerns as they arise. Work in conjunction with Code of Practice disciplinary and grievance procedure, including investigations and hearings.
- Ensure robust planning and implementation of rota management, annual leave requests, staff absences and managing out of hours contact as required in line with policy.
- Ensure staff training is up-to-date and compliant with minimum standards and any other regulatory requirements
- Review staff needs in line with occupancy levels to ensure that the centre is appropriately staffed for anticipated growth.

Job Description

General

- Ensure Rainbow Community Childcare premises are maintained to a high standard
- Ensure high quality catering is provided to children in Rainbow Community Childcare
- To maintain links with stakeholders in the community and to represent Rainbow Community Childcare at various fora
- To be committed to own and employees' personal development and growth.
- To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.
- To take part in and assist in the organisation of special events, outings, visits and any other activities as required.
- Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.
- To adhere to all Rainbow Community Childcare policies and procedures including but limited to safeguarding, health and safety and equal opportunities
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Rainbow Community Childcare.
- To adhere to Rainbow's values and behaviours in all aspects of employment
- Raise company profile through local press, social media and events
- To carry out any other duties falling reasonably within the competence and capability of the post holder.

Person Specification



PERSON SPECIFICATION **Centre Manager**

Applicants must clearly demonstrate in the application form evidence of qualifications and experiences as set out in the 'Essential Criteria' and 'Desirable Criteria' below.

Applications will be considered from applicants with relevant formal qualifications considered by the organisation to be of an equivalent or higher standard to those stated. If you do not have any of the qualifications stated below, but feel that your qualification is equivalent to those required, you must provide the panel with details of the modules/units passed.

Only information provided in the application form will be considered at the shortlisting stage.

The personnel specification outlines the essential qualifications, experience, knowledge and skills required to carry out the duties of this post. Please ensure you address these when completing your application form by providing evidence and examples to clearly demonstrate how you meet the criteria as set out.



Person Specification

| FACTORS | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|------------------------|---|---|
| Education and training | <ul style="list-style-type: none"> • A level 5 Diploma in Leadership for Children’s Care, Learning and Development (Management) or equivalent | <ul style="list-style-type: none"> • BA Hons Degree in Early Childhood Studies or degree level qualification in early years • A post-graduate level qualification |
| Experience | <ul style="list-style-type: none"> • A minimum of 2 years paid work experience of working with children under 12 years old • A minimum of 2 years paid work experience of working as a Centre Manager/Leader in an early years setting • Experience of developing long, medium and short-term planning for an early years setting • Experience of leading financial planning, budgeting and control | <ul style="list-style-type: none"> • A minimum of 3 years paid work experience of working with children aged 0-12 years |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of child development including age appropriate areas of learning • Knowledge and understanding of child protection and the Minimum Standards for Childminding and Daycare for Children under 12 | <ul style="list-style-type: none"> • Knowledge of High scope Curriculum Approach |
| Skills | <ul style="list-style-type: none"> • Excellent written and verbal communication skills • IT skills with the ability to use Microsoft Office package • Full current UK driving licence | <ul style="list-style-type: none"> • Identifying and completing funding applications |
| Abilities | <ul style="list-style-type: none"> • An ability to form effective partnerships with parents/carers, community stakeholders, early years professionals and regulatory bodies • An ability to lead on the management, support, supervision and professional development of the staff team • An ability to identify goals and set targets to achieve a viable and sustainable business strategy | |

Recruitment Process

Please submit a completed application form and the monitoring form to apply for this position.

CVs will not be accepted.

The closing date for applications is Wednesday 16th April 2025 at 12 noon.

Interviews will take place during the week commencing 28th April 2025

Applications received after this time and date will not be accepted.

Completed applications and queries should be sent to:

HRAdmin@viablecs.org

Privacy Notice

Introduction

Rainbow Community Childcare is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses
- Date of birth
- Gender and religious background
- Identification documentation: Copy of driving licence, passport, etc.
- Documentation relating to your right to work in the UK
- Copies of right to work documentation
- References and other information included in our cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Information from interviews you may have

Collection of Data

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Personal Data is kept in personnel files or within HR and IT systems.

Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- To process your application and to help us decide whether to make an offer of employment to you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Privacy Notice

Purpose for using your personal data

We may process your data for the following purposes: -

- Making a decision about your recruitment or appointment.
- AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring.

How we process “special categories” of more sensitive personal information

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application, e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.

We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.

These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

- Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

New purpose for using personal data?

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection.

Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

Privacy Notice

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Your Rights

As a data subject you have the following rights:

1. The right to be informed
2. The right of access to make a subject access request – you can request a copy of the personal data we hold about you
3. The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
4. The right to erasure – you can ask that your personal data is erased
5. The right to restrict processing – tell us to stop using information about you to sell products or services
6. The right to data portability – provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
7. The right to object – you can tell us you no longer would like us to process your data and to stop processing.
8. Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative by email on: rainbowcommunitychildcare@gmail.com

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Officer on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England