

## **Job Profile Information: Transformation Manager (Maintained Nurseries)**

**This supplementary information for Transformation Manager (maintained Nurseries) Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 5 Zone 1**

### **Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

Early years funding has gone through significant change over the previous 2 years and government funding changes have created a market place, going forward, in which the maintained nurseries need to be a major player. In order to achieve this the provision offered by Camden's maintained nurseries will need to establish new, robust, efficient, transparent and differentiated delivery models.

This post will implement the design, development and organisational change processes required to establish new and more efficient delivery models that meet statutory guidance, compliance and with stakeholder engagement.

This post will be required manipulate complex funding streams and undertake analysis of budget spend to ensure effective use of Early Years Direct Schools Grant, General Fund and fee income and set this in an environment of shifting population trend data, childcare sufficiency and the anticipated place surplus across the borough.

To lead on areas of specific responsibility across the maintained nurseries such as: Quality Improvement, Recruitment, Admin/finance, Training, Publicity, Health and Safety, Information Technology etc. Implement change programmes to develop these areas where necessary.

### **Example outcomes or objectives that this role will deliver:**

- Children who take up their early education entitlements in Camden's maintained nurseries have a high quality experience and leave nursery well prepared for the next stage in their learning
- Required budget reductions (estimated at between £1.2 and 1.5m) are achievable, and strain on the subsidy from General Fund is minimised
- The new maintained nursery delivery models are differentiated across the borough, meet required demand and remain judged "Good" or "Outstanding" by OFSTED
- To line manage Heads of Camden's maintained nurseries, offering support and challenge to the managers and ensuring the delivery of high quality services. To recruit, induct and manage the probation of new managers
- To ensure that the maintained nurseries meet the statutory requirements as laid down in the Early Years Foundation Stage, Children's Act, Education Acts and other related legislation affecting provision of services to young children
- To ensure that safeguarding procedures are effectively implemented across the maintained nurseries in line with Camden's policy and procedures and to report matters of concern to line manager
- That staff organisational change processes are managed effectively and in line with policy and procedure
- That the maintained nurseries deliver high quality inclusive experiences for children with special educational needs and disabilities
- That complaints about service quality are fully investigated utilising the Camden complaints procedure
- Camden's maintained nurseries are leaders in early years provision in the borough and share their practice with other local providers.
- That the maintained nurseries remain integral to the wider early years service developments and the provision of Camden sure start while working closely with the Family Information Service, Training and Quality, Early Years Advice and Support and Early Years Intervention teams to support wider childcare initiatives across the borough.

### **People Management Responsibilities:**

- Be directly responsible for the line management of the Maintained nursery provision
- Lead, support and inspire staff to reflect on and develop their own understanding, knowledge and skills to ensure effective leadership at all levels, self-belief, strong succession planning and a workforce committed to the improvement of practice
- Support the wider work of the service through active participation as a member of the Integrated Early Years Strategic group to achieve its aims and objectives and representing the service and the local authority at various fora and meetings

### **Relationships:**

- Managers and staff across the wider service
- Staff from Council Departments
- Staff from Health Authorities and Trusts
- Members of the public

**Work Environment:**

- Mainly office based
- Visits to team bases
- Meetings on and off site
- Working all year round

**Technical Knowledge and Experience:**

- Good working knowledge of legislation relevant to Early Years provision and a detailed knowledge of the Early Years Foundation Stage
- Robust knowledge of current developments in early years education and childcare especially in regard to the market place
- Have detailed knowledge of funding streams and funding opportunities required to develop new models of delivery.
- Proven ability to manipulate data and present financial data from multiple sources into tangible planning tools for managers to utilise
- Good Knowledge and understanding of the wider childcare market place and an ability design robust, efficient, transparent and differentiated delivery models.
- An ability to analyse sufficiency data and make recommendations to the Senior Management team about efficiency in delivery and the need to re-provision to meet shifting demand
- To have a sound working knowledge of Local Authority Safeguarding and child protection procedures and how to implement them
- To have an operational understanding of the Ofsted Inspection framework
- To have effective leadership and management skills and experience of managing a devolved workforce
- To be able to undertake investigations in a systematic way; problem solving and action-planning to effect necessary change.
- To be able to prioritise, plan and organise one's work and the work of others within conflicting demands and to have highly developed communication, interpersonal and organisational skills
- To have the ability to use ICT effectively, particularly word-processing and email
- To have experience at senior management level in the provision of early education and childcare services.
- To have well developed presentation skills including the ability to chair formal and informal meetings and forums with a diverse range of people.
- Experience of working with partners to achieve goals on a local, regional and national level
- Ability to express complex information accurately, clearly and concisely both orally and in writing
- Strong experience of full team management

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

# Structure Chart

