Job Title: Forest Kindergarten Manager

Reports to: Director

Contract: Part time (3 morning) plus admin time

Salary: £26,000 to £30,00 pro rata (Experience/skills dependant)

Location: Currently 2 sites on the South of Edinburgh

**Description of Service:**

Forest Foxes was established in October 2021 offering outdoor childcare in the form or a nomadic forest kindergarten. We use a trolly to carry our equipment to site and leave no trace when we leave. We currently run three morning sessions, Tuesday – Thursday 9.00 – 12.00 and one afternoon session, Tuesdays 12.45 – 14.45. Our approach is based on child-led learning and learning through play in line with the Forest School Ethos which supports the holistic development of the child and their connection with nature. Through the small nurturing environment and the nature-based learning opportunities we feel we give the children the best start to their school years by helping them to develop the social and emotional skills needed for their lives. We want children to look forward to attending each week in the knowledge they will be in an environment that gives them time, space, and freedom to learn through play.

**Role of the Manager:**

Forest Foxes Outdoor Play is seeking an Outdoor Forest Kindergarten Manager who is passionate about early childhood, the connection between nature and people, and who is committed to developing and growing this exciting childcare service alongside the Director and Forest School practitioner. The Manager will oversee the day to day running of the service and be actively involved in our sessions. We are looking for someone creative, confident, and experienced in early childhood and working outdoors.

**Tasks and Responsibilities:**

* Lead and manage the setting in line with Forest Foxes Outdoor Play’s values.
* Manage the staff team ensuring that high standards and qualities are maintained and that all policies and procedures are being followed.
* Remain abreast of current developments in childcare and education policies and practices.
* Operate the highest standards of hygiene in the outdoor nursery.
* Facilitate Care Inspectorate inspections and to implement any recommendations.
* Assist with the recruitment process, identify training needs, develop a training plan and evaluate training undertaken by staff.
* Establish meaningful relationships with parents/carers and staff to help develop the best quality early years learning experience for every child.
* Ensure all administrative tasks are conducted in a timely manner such as daily records, personal plans, and self-evaluations and establish effective business management of the nursery.
* Assist the Director in creating and establishing a self-evaluation process for staff.
* Assist the Director in developing the Improvement Plan for Forest Foxes Outdoor Play in line with HGIOELC guidelines.

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| Requirements | Essential Criteria | Desirable Criteria | Assessment |
| **Qualifications/ Education/ Training** | * Holds or working towards a BA in Childhood Practice or other relevant childcare qualification equivalent to SCQF level 9 * Evidence of ongoing CPD and training | * Additional qualifications, such as Forest Kindergarten/School and others related to outdoor learning * Qualifications or training relating to child-led approaches to education | Application Form |
| **Experience** | * 3 years’ experience working within an early year’s childcare setting * Managerial experience * Working outdoors in an educational capacity | * Experience working within an outdoor Early Years setting. * Experience of nursery management software and QuickBooks * Can confidently work with a wealth of people including members of the community, volunteers, and other stakeholders. | Application Form and Interview |
| **Knowledge** | * Has excellent knowledge and practice of the Curriculum for Excellence at early level. * Sound knowledge and understanding of outdoor learning including the sector’s history, ethos and operations | * A good understanding of leadership, management and coaching techniques and practices. * Knowledge and understanding of the procedures involved in inspections of Early Years and Outdoor learning settings. * A broad knowledge and understanding of various approaches to education e.g. Froebel, Montessori etc | Application Form and Interview |
| **Skills and Competencies** | * Have effective planning and assessing skills within an Early Years setting. * Excellent communication and organisational skills. * The ability to represent Forest Foxes outdoor Play in a professional manner in order to build positive relationships with all stakeholders. * Strong ability to be a team player, working effectively and efficiently with other team members to deliver high standards and create a culture of fairness and equality | * Can evaluate and justify the approaches they have taken in order to successfully develop children in the desired outcomes of the Curriculum for Excellence. * Can deliver feedback to colleagues in an effective and professional manner. | Application form and Interview |
| **Personal Attributes** | * Passionate about providing children with the best start to their early learning years * A strong connection to nature and a commitment to acting as a role model with respect to actions that protect the environment i.e. recycle, re-use, reduce * An infectious love of nature and using nature to provide a multitude of learning opportunities * Demonstrates enthusiasm for developing and growing Forest Foxes Outdoor Play alongside the Director |  | Application form and Interview |