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**Family Centre Manager**

The governors of Furzefield Primary School are looking for an enthusiastic, proactive and committed person, with excellent leadership and communication skills, who shares our passion to improve the outcomes for the children and families in our area.

The Family Centre Manager will be experienced in strategic and operational leadership and management. You will lead a small, friendly team to ensure that family support is delivered effectively, and will be required to liaise with other local family centre staff, agencies and partners to plan, monitor and evaluate services.

The Red Oak Family Centre is one of four family centres working in partnership to cover the Reigate and Banstead Borough. The Centre is based in Merstham, supporting local families with children up to the age of 11 years old.

The successful candidate will also require a good understanding of statutory and best practice requirements regarding safeguarding, confidentiality and data protection (GDPR). A satisfactory DBS clearance will be needed.

The successful candidate must:

* Have a degree and/or relevant qualification or considerable experience of working within the service area
* Thorough knowledge of relevant legislation (i.e. The Children’s Act), policies and procedures relating to the service area
* Strong client focus and the ability to listen to and understand client needs to ensure excellent services are provided
* Ability to understand and monitor budgets in accordance with financial procedures (working with School Business Manager)
* Proven written and oral communication and interpersonal skills with the ability to maintain effective working relationship at all levels (i.e. providing and analysing reports for Advisory Group and the Local Authority)
* Proven IT skills and able to use technology to be effective in the role
* Ability to prioritise and plan and make best use of personal resources in achieving performance objectives
* Ability to manage a range of projects through to completion
* Ability to lead team working, and use supervision to improve personal performance and practice of team members
* Have the ability to travel around the borough to meet the demands of the role

**36 hours per week, (shifts rota’d from 8.30am to 5.00pm, with occasional weekends and evenings as required).**

**Surrey Pay Scale 9: salary £35,382 - £39,246**

Closing date of advert: Monday 4th January 2021 – 10am

Shortlisting date: Monday 4th January 2021 - pm

Interview date: Thursday 7th January 2021

To arrange a visit to the Centre (before 23rd December) and/or request an application pack please either call 01737 645908 or email [info@theredoak.org.uk](mailto:info@theredoak.org.uk)