



YMCA CHESHIRE
CHILDCARE MANAGER

Candidate Pack
July 2026



Table of Contents

Welcome	3
About Us	5
Working at YMCA Cheshire	7
Job Description	8
Person Specification	11
Key Employment Terms	15
How to Apply	15

Welcome

Thank you for your interest in the Childcare Manager position at GLO Childcare and Education, part of YMCA Cheshire.

YMCA Cheshire is excited to be opening a new 79-place childcare setting in Crewe. GLO Childcare and Education will provide high-quality childcare and education for children aged 3 months to 5 years, giving them the best start in life. Guided by our family work approach, we place the child and family at the heart of everything we do.

As the Childcare Manager, you will lead the setup and development of our new childcare provision, GLO Childcare and Education, at the Apollo Campus in Crewe, reporting to the Strategic Lead for Childcare. You'll provide exceptional leadership to your staff team, ensuring high-quality childcare and education in a nurturing and inclusive environment where children's curiosity grows, and they thrive.

The full job description is on pages 8 - 10 of this document.

Key tasks include:

- To be responsible for running and sustaining GLO Childcare and Education for children aged 3 months to 5 years.
- To be an exceptional leader, providing professional leadership and management to GLO Childcare and Education staff, volunteers and students.
- To support the Strategic Lead for Childcare in developing and delivering the GLO Childcare and Education vision and ethos.
- To take day-to-day operational responsibility for the setting's compliance with the EYFS statutory framework, Ofsted registration requirements, and all relevant safeguarding, health & safety, equality, data protection and employment-related legislation, adhering to YMCA Cheshire policies and procedures, and reporting to the Strategic Lead for Childcare on any matter affecting the setting's registration or statutory compliance.

There is also a person specification on pages 11 - 14 — we are looking for someone who:

- Believes that all children deserve the best start in life and education.
- Is passionate and committed to delivering quality childcare, education and support for children and their families.
- Is an inspirational leader.
- Prioritises safe, trusted, high-quality childcare and developmental activities that support children's growth.
- Takes pride in recognising and celebrating children's experiences and achievements, however small.

The post holder will report directly to the Strategic Lead for Childcare.

This is a full-time post, working 35 hours per week, Monday to Friday.

We are passionate and enthusiastic about our work and love an energetic “can do” attitude in staff!

Details about how to apply are at the end of this pack.

If you would like to discuss the role further, please do not hesitate to contact me.

Please read this pack carefully, complete the application form, and return it by 12.00 pm on Thursday 27th August 2026.

Vicky Cairney

Vicky Cairney
Strategic Lead for Childcare
07359439540

About Us

There has been a YMCA in Crewe since 1909, when an invitation went out in Crewe Chronicle inviting young men to meet some “jolly good fellows”!

Today the YMCA welcomes people of all ages, all genders, all faiths, all races, all back grounds.

We have an asset-based, advantaged-thinking approach to all our work; we focus on strengths and view diversity of thought, culture, experience and traits as positive assets.

We have a number of different services in Crewe.

- We believe everyone should have a **safe place to stay**. Our aim is to provide a wide range of housing options to those who have experienced homelessness, designed to suit their individual needs. We have a variety of accommodation at our projects on Gresty Road and Valley Brook, as well as some flats and houses in the local community.
- We work with **young people** who arrive in the UK unaccompanied and seeking asylum; this team also works with young people who are leaving the care system.
- We have a growing number of services in Crewe for **children and families**, including After School Clubs, Drop Ins for parents and carers and holiday villages.
- We offer **mental health first aid** training to staff and volunteers.
- Our services are supported by our **three social enterprises**, the GLO Café, GLO Hub and GLO Maintenance.



Our Values

We believe that everyone has unique potential and skills to be explored and developed.
We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in people's lives.
We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.
We will seek to exemplify and embed Christian ethos in our organisational practice in all we do.

Our Vision

Better lives and better futures for individuals and communities

- by beginning the end of the homeless experience, one person at a time
- by working with the talents of people making transitions to independence
- by engaging and supporting children and families and staying connected in the places they live

Our Mission

YMCA Cheshire is a Christian charity that responds to local need by creatively investing in the lives of individuals and the community through all our projects, including housing, learning, family support and working with children.

Our Faith

Our faith underpins all our work and motivates us to sustain a Christian mission than is socially active.

Working at YMCA Cheshire

YMCA Cheshire currently has just over 100 staff, 30 volunteers and 7 trustees.

We are an organisation that embraces a culture where our Christian based core values are at the heart of all we do.

We are committed to creating a workplace where all employees are given the opportunity to reach their full potential, feel valued and work effectively to achieve our goals.

We aspire to establish a workforce which reflects the diversity of the wider community.

We have a comprehensive health and wellbeing programme to support a healthy mind, body and spirit.

The programme includes:



Full Training Package



Employee Assistance Programme



Conference Opportunities



Cafe with 20% Discount



Staff Room Refreshments



Onsite Gym at Gresty Road



Flexible Working Policy



Long Service Vouchers



Away Days



Staff Meetings to Share Good News



Group Life Cover



Health Cash back plan

Job Description (Page 1)

Job Purpose

- To be responsible for running and sustaining GLO Childcare and Education for children aged 3 months – 5-year-olds.
- To oversee the management of GLO Childcare and Education, reporting to the Strategic Lead for Childcare.
- To be an exceptional leader, providing professional leadership and management to GLO Childcare and Education staff, volunteers and students.
- To support the Strategic Lead for Childcare in developing and delivering the GLO Childcare and Education vision and ethos
- To take day-to-day operational responsibility for the setting's compliance with the EYFS statutory framework, Ofsted registration requirements, and all relevant safeguarding, health & safety, equality, data protection and employment-related legislation, adhering to YMCA Cheshire policies and procedures, and reporting to the Strategic Lead for Childcare on any matter affecting the setting's registration or statutory compliance.

Main Tasks

The postholder will:

- Ensure GLO Childcare and Education meets the EYFS Statutory Framework criteria, as a minimum, to secure and sustain OFSTED registration, facilitating inspections and implementing recommendations.
- Develop and maintain the setting to ensure high-quality, inclusive childcare is continually provided.
- Oversee and operate a positive learning environment in line with the EYFS that makes efficient and effective use of resources and offers a wide range of learning experiences whilst reflecting diversity.
- Be responsible for maintaining excellent communication and promoting a positive team environment within the GLO Childcare and Education staff team.
- Motivate and lead staff in delivering best practice and implementing policy to meet the needs of children and their families.
- Foster partnerships with parents/ carers, actively promoting their involvement in their child's learning and shaping and evaluating the development of the setting.
- Promote cooperative working and networking between GLO Childcare and Education and other areas of YMCA Cheshire work
- Have up-to-date knowledge and understanding of Early Years practices and current curricula, attending training courses as appropriate, and ensure staff are updated with new legislation and legal requirements.
- Monitor and evaluate the effectiveness and quality of the services provided, recommending and implementing changes when necessary.
- Provide efficient childcare programme administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies and the Head of Quality and Data.
- Ensure Health and Safety policies are implemented within the childcare setting and that risk assessments are completed as necessary, and ensure staff are undertaking all appropriate risk assessments for activities, equipment and environment.

- Liaise with outside agencies
- Take responsibility for managing GLO Childcare and Education budgets, sharing responsibility with Room Leaders
- Take responsibility for recruitment and induction of childcare staff, students and volunteers.
- In conjunction with the Strategic Lead for Childcare, develop a suitable training programme for all GLO Childcare and Education staff
- Oversee the monitoring of the quality of care and education, including through staff observation, to ensure children's progress is supported and extended.
- Oversee the supervision and training for all staff, apprentices, volunteers, students and work experience placements to enable them to fulfil their role, ensuring that appropriate supervision and personal development are implemented
- Review and implement marketing strategies in order to maximise occupancy
- Organise regular team meetings
- Implement all organisational and department policies and ensure they are embedded in service delivery, ensuring all staff are complying with them; these include safeguarding, equality, diversity and inclusion
- Work towards and achieve agreed quality assurance schemes
- Oversee purchases of food, stock and equipment for the setting
- Ensure excellent customer service is provided, and queries or complaints are dealt with in line with the organisation's policy
- Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
- Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines
- Offer a commitment to work unsociable hours when required.

Other Tasks & Responsibilities

- Carry out other tasks within the post holder's capabilities as directed by your line manager
- Demonstrate a commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- Demonstrate a commitment to the Data Protection Regulations and relevant policies and procedures
- Support YMCA Cheshire in implementing quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development
- Work within YMCA Cheshire's policies and procedures, with regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including Fire Safety

- Be supportive of the Mission and Vision of YMCA Cheshire
- Understand, embrace and promote the values of the Association, for example:

We believe that each person has unique potential and skills to be explored and developed.

-We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in the lives of service users.

-We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.

-We will seek to exemplify and embed a Christian ethos in our organisational practice in all we do

Person Specification

Knowledge	Essential	Desirable	Method of Assessment
A thorough knowledge of legislation, guidance and standards relating to early years provision and childcare	*		Application/ Interview
Business management awareness	*		Application/ Interview
Extensive working knowledge of the EYFS	*		Application/ Interview
A knowledge and understanding of the principles of partnership working and the need to value the views, skills and expertise of others	*		Interview
Knowledge of integrated work procedures (CAF)	*		Interview
Knowledge and understanding of SEN Code of Practice and safeguarding	*		Application/ Interview
Qualifications			
Educated to Level 3 or equivalent in a full and relevant Early Years qualification	*		Application/ Certificate
Degree qualified or equivalent		*	Application/ Certificate
Aptitudes and skills:			
Good verbal and written communication skills and the ability to relate well to children and adults	*		Application/ Interview/ Reference
Knowledge of Health and Safety at Work	*		Interview

Person Specification continued

Ability to manage, motivate and coordinate staff and volunteers appropriately and effectively	*		Interview
Good organisational skills	*		Interview
Ability to develop and promote partnership working	*		Interview
Able to exercise close attention to detail and maintain accuracy levels	*		Interview
Able to present oneself and work effectively	*		Application/ Interview
Able to work alone and in a team, with good interpersonal skills	*		Interview
Able to communicate with a wide range of staff and external contacts	*		Interview
Good time management and an ability to prioritise	*		Interview
Excellent IT skills	*		Application/ Interview
Experience:			
At least three years post-qualifying experience working in an early years setting		*	Application/ Interview/ Reference
At least two years management experience		*	Application/ Interview/ Reference
Able to demonstrate experience in report writing and presentation skills	*		Application/ Interview

Person Specification continued

Experience of working with a wide range of stakeholders in delivering services	*		Application/ Interview
Experience of working in partnership with other agencies and community groups supporting children and/ or families	*		Application/ Interview
Experience of monitoring and formally evaluating projects/ programmes	*		Application/ Interview
Personal qualities:			
Supportive of the Mission, Vision and Values of YMCA Cheshire	*		Interview
Have personal and professional integrity	*		Interview
Have a vision of an integrated and inclusive programme of activities	*		Interview
A genuine respect and regard for children and families, understanding the issues that impact on their lives	*		Interview
To show a commitment and enthusiasm towards achieving positive outcomes for service users	*		Interview
Be able to work on own initiative	*		Interview
Understand and respect the principles of confidentiality	*		Interview
Circumstances:			
Able to work under pressure and work extended and unsociable hours	*		Interview

Person Specification continued

Full driving licence with access to own car		*	Application
Physical health:			
Able to meet the demands of the post with or without reasonable adjustment	*		Interview
Equality, Diversity and Inclusion:			
An understanding of equal opportunities issues	*		Interview
Commitment to Equal Opportunities legislation and an understanding of and commitment to working within the principles of diversity and inclusion	*		Interview

Key Employment Terms

- 35 hours per week, Monday to Friday
- Salary £31,213 per annum (£17.15 per hour)
- Permanent contract
- Responsible to the Strategic Lead for Childcare
- **This role is subject to the successful opening of the setting and subsequent resulting Ofsted registration**
- Company sick pay
- Pension contribution
- 4 x Life Assurance
- Health Assured Employee Assistance Programme
- Health Cash Back Plan

YMCA Cheshire is committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

YMCA Cheshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references and Enhanced DBS check.

How To Apply

The closing date for applications: 12.00 pm on Thursday 27th August 2026

These should be submitted via our website YMCA Cheshire vacancies

<https://ymcacheshire.org.uk/ymca-vacancies/>

Shortlisting to take place: 27th August 2026

Interviews to take place: 2nd /3rd September 2026

Start Date: 1st November

