

EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET, LONDON, EC1Y 8RT  
Registered as an Educational Charity

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Children's Services Manager</b>
<b>RESPONSIBLE TO:</b>	<b>Children's Services Deputy Director</b>
<b>RESPONSIBLE FOR:</b>	<b>Nursery and Pre-School Managers</b>
<b>OFFICE BASED:</b>	<b>Location to be agreed with line manager</b>

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**JOB PURPOSE:**

To ensure that Early Years Alliance settings offer outstanding early years care and education and meet the charity's mission to create better futures for children and families, particularly those of the most disadvantaged.

You will lead the development of our early years settings, championing high quality and creative early years practice and evidencing positive outcomes for children and their families.

To provide skilled leadership to Setting Managers, enabling them to develop their skills and effectively deliver high quality early education and care. Leading on complex issues including being lead contact for Ofsted, Safeguarding and Personnel Issues.

This role focusses on supporting a group of settings. However, you will need to be available to support settings nationally as required.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To ensure all Early Years Alliance Settings provide high quality care and education and evidence positive outcomes for children and families.
2. To take an active role in the Children's Services Leadership Team, contributing ideas, keeping abreast of early years developments and embedding the culture and pedagogy of the Alliance.
3. To ensure all Alliance Settings are inspected as good by OFSTED and through internal quality assurance are rated as consistently good and working towards or achieving outstanding.
4. To proactively manage all Setting Managers performance, carrying out induction, regular

accountability meetings, supervisions, probation reviews and setting clear work and development objectives ensuring that they are competent and capable of managing the setting.

5. To actively support a culture of innovation, engagement, creativity, inclusion and well-being across our teams and early education settings.
6. To ensure HR and people management activities (e.g., recruitment, contracts, payroll reporting, annual leave, sickness absence, grievances, disciplinaries and leavers) are carried out in accordance with Alliance policy and practice.
7. To chair the interview panel for senior staff and deliver a comprehensive six-month induction and probation programme for new setting managers.
8. Be the lead for a specific area of focus, keeping up to date with sector developments, supporting settings to embed good practice and engaging effectively with other Alliance directorates to support whole organisational development.
9. To ensure that all settings have an excellent culture of safeguarding, ensuring children are safe and all staff are confident and capable of fulfilling their safeguarding responsibilities.
10. To support settings to develop strategies and complete assessments to support children with Special Educational Needs or a Disability and direct settings to wider support organisations.
11. To promote environmentally sustainable practice.
12. To proactively identify opportunities for business development and work with Alliance colleagues to achieve this.
13. To act as the lead contact person for Ofsted and DBS approval for early years settings.
14. To provide regular human resources, finance and quality improvement updates and progress reports to the Children's Services Director.
15. Maintain and keep all database and website information up to date, including ensuring all safeguarding records are accurate, timely and acted on.
16. To provide support and guidance to ensure all complaints and safeguarding issues are investigated in line with policy and procedures.
17. To promote an anti-racist culture and ensure children and families are free from discrimination.
18. To ensure settings are financially sustainable and operating effectively, raising concerns immediately with the Children's Services Director.
19. To investigate serious incidents in settings and to act as Chair for disciplinary and grievance meetings/ appeals and or safeguarding investigations where necessary.
20. Able to travel to settings within the defined geographical area promptly at short notice and to attend occasional evening and weekend meetings. Occasionally to travel to another area to provide support to settings.

## **General Duties**

1. To lead and attend national, local and external meetings as directed.
2. To attend in-service training and participate in supervisory meetings as required/directed.
3. Any other reasonable duties in line with the charity's business plan
4. To be responsible for keeping up to date and abreast of current issues of relevance and importance to the organisation, disseminating information where appropriate.

## **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

## **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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## **PERSON SPECIFICATION:**

### **Essential Criteria:**

1. Extensive experience in early years at a senior level.
2. Level 6 qualification in Early Years or Leadership and Management.
3. Full and relevant early years qualification.
4. Proven successful experience of managing early years settings or group of settings demonstrating ability to lead practice and embed excellent practice.
5. Excellent knowledge of the Early Years Foundation Stage and all regulatory requirements.
6. Evidence of achieving Good or Outstanding Ofsted Outcomes
7. Evidence of knowledge of Ofsted Grade Descriptors and what an outstanding setting needs to demonstrate.
8. Evidence of effective management of staff, setting targets, conducting appraisals, managing performance/capability and dealing with complex issues.
9. Proven ability to effect change and an improvement in quality in early education settings.
10. Proven effective decision making and rapid response to problem solving.
11. Proven ability and experience to lead and motivate multi-site teams including managing

remote teams.

12. Evidence of ability to plan, organise and manage a diverse workload.
13. Experience of writing and delivering training.
14. Experience of providing direct support to a team and achieving change in skills, attitude, and values.
15. Experience of setting and monitoring budgets and meeting financial reporting requirements.
16. Evidence of delivering financially sustainable early education.
17. Comprehensive knowledge and understanding of the requirements of an Ofsted Nominated Person.
18. Significant experience of managing complex safeguarding concerns including risk assessment, completing referrals and escalating concerns.
19. Experience of supporting setting staff to analyse safeguarding concerns and understand risk to enable them to make effective decisions and articulate risk.
20. Knowledge and experience of supporting children with SEND and their families and embedding positive support strategies in settings.
21. Knowledge of the SEND Code of Practice and its implementation in early years.
22. Able to demonstrate an understanding of the application of the Alliance's Core Management Competencies.
23. Proven experience of contributing to the development and delivery of new initiatives, resources, policies and practices of an organisation.
24. Ability to influence and communicate effectively in person and in writing, with volunteers, staff, early years settings and external bodies and organisations.
25. Understanding of, and commitment to, inclusion, diversity and equality.
26. Able to be located within a reasonable radius of the geographic area of responsibility.
27. Able to travel to settings within the defined geographical area promptly at short notice and to attend occasional evening and weekend meetings. Occasionally to travel to another area to support a setting.

**Core management competencies** - Please refer to Appendix 1 for details of the core management competencies that Managers are expected to work for.

- Leadership
- Managing people
- Managing teams
- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking care of yourself

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### Desirable Criteria

1. A commitment to obtaining further qualifications as appropriate.
  2. Experience or knowledge of the voluntary sector.
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### TERMS & CONDITIONS:

**Grade:** 5+A

**Salary range:** £47,841 - £52,161 per annum

**London Weighting:** £2,570 (if applicable) per annum

**Annual leave:** 26 days

**Essential car allowance:** £748 per annum

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

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### JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

## **Core Management Competencies**

### **Leadership**

- Has a good understanding of the charity's vision and strategy and inputs effectively into the operational plan for their team/department/DSP/Business Hub.
- Thinks strategically and clearly relates goals and actions to the strategic aims of the charity.
- Communicates the need for quality and continuous improvement and influences good practice through own example.
- Inspires people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Creates and supports a culture of creativity, innovation and critical thinking throughout all activities and employees within areas of responsibility.
- Manages change effectively and clearly communicates the need for it to the team, providing them with support to effect it.
- Understands the need to safeguard all children in the context of his/her role and ensures the team understand safeguarding responsibilities relevant to their roles.

### **Managing people**

- Is effective at recruiting, developing and motivating a diverse range of people.
- Clearly informs employees of their tasks and responsibilities, ensuring employees understand and work in line with the charity's policies and procedures.
- Holds regular one to one meetings, sets and monitors S.M.A.R.T objectives and gives constructive feedback designed to improve future performance.
- Delegates effectively and adopts a management style which encourages trust, collaboration, commitment and enthusiasm in order to gain high levels of performance from all employees.
- Encourages and stimulates others to make the best use of their talents to develop further using coaching techniques.
- Acknowledges and records achievements; gives praise where appropriate.
- Adapts his/her management style as the situation necessitates.
- Supports staff to achieve a good work/life balance which includes regular breaks, the opportunity to disconnect and to participate in enjoyable activities.
- Offers support to enable staff to take care of themselves, both physically and mentally.

### **Managing teams**

- Knows the team's strengths and abilities and makes best use of the talents of employees.
- Supports the development of his/her team through regular discussion and team meetings which encourage two-way communication and sharing of ideas and expectations.
- Deals effectively and openly with negative issues and conflict and builds a team which has respect and consideration for each other's role.
- Coaches and motivates the team to strive towards contributing to the achievement of the strategic plan.
- Fully involves team in forthcoming issues so that individuals and team goals can be anticipated and planned together.
- Ensures that his/her team works in collaboration with other teams across the charity.
- Creates a learning and supportive environment.

### **Communication**

- Communicates in a variety of ways with people at all levels and adopts a communication method appropriate for the listener or audience.
- Actively listens, asks questions, clarifies points and establishes a mutual understanding.

- Presents information clearly, concisely and confidently to individuals and groups.
- Communicates complex ideas, problems and difficult messages in ways that promote understanding.
- Uses excellent communication skills to negotiate, influence and persuade others.
- Is aware of non-verbal communication in self and others.
- Makes full use of IT to communicate effectively and uses social media responsibly, in line with the charity's policies and procedures.

### **Customer awareness** (internal and external service users)

- Understands the environment in which the charity operates and the impact on its customers.
- Understands the diverse needs of customers that use our services and proactively strives to provide a service that is flexible and responsive to their changing needs.
- Uses feedback mechanisms to evaluate and review services to consistently deliver a high-quality service.
- Strives to produce real improvements in the way services are delivered to customers.
- Creates and maintains meaningful relationships and understands collaborative and partnership working.
- Deals with the concerns of customers in an appropriate manner, in line with Charity's policies and procedures.
- Is mindful of professional boundaries when interacting with customers.

### **Problem solving**

- Identifies and acknowledges problems and critical issues in a timely manner.
- Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
- Anticipates and reviews problems in order to ensure contingency plans are in place.
- Collaborates with others in order to draw on their expertise to achieve best possible outcomes.
- Makes decisions that minimise organisational financial loss, loss of reputation or legal challenges.

### **Planning and resource management**

- Effectively manages self.
- Being proactive in seeking out new initiatives which deliver desired outcomes.
- Demonstrates sound knowledge of financial management and business planning.
- Obtains and allocates resources sufficient to meet objectives and manages resources and skills well.
- Produces effective plans that have clear priorities, realistic milestones, sound review mechanisms and takes into account all available information.

### **Taking Care of Yourself**

- Manages work/life balance and can disconnect outside of work time.
- Builds in physical activity, and fresh air where possible, into daily routine.
- Recognises that it is important to take regular breaks to maintain mental wellbeing.
- Acknowledges, and is open and honest around needs for workplace support and flexibility; considers the needs of others.
- Demonstrates resilience when managing personal challenges and seeks help when necessary.
- Takes time to do something enjoyable every week.