Early Years Manager

Responsible to Chief Executive

Responsible for Early Years staff, freelancers or volunteers

Location: Windmill Hill City Farm

Working pattern and hours.

Grade: E

# Purpose

To lead and manage the Early Years services.

# Main duties and responsibilities

* Manage staff well ensuring they are engaged and able to work to the required standards.
* Manage budgets for the Early Years function within parameters agreed with the Finance Manager.
* Inspire the staff team to provide excellent care and education so children reach their full potential in a safe, caring and stimulating environment.
* Ensure a high-quality service through effective systems, staff training and parental engagement. Set and monitor performance targets.
* Maintain an up-to-date knowledge of curriculum requirements and enrichment opportunities to achieve good learning outcomes for the children.
* Champion equity in provision for disadvantaged children (e.g. through race, disability, family circumstances)
* Ensure good ratings with external monitoring bodies (eg Ofsted, local authorities).
* Ensure policies and procedures are up-to-date, compliant and implemented.
* Ensure the safeguarding policy is up-to-date and embedded in the practice of the setting.
* Undertake long-term planning for the service: finances, quality improvement, marketing, new developments.
* Act as a representative of the setting for authorities and the media.
* Promote the work undertaken at the setting to potential customers, the local authority and other stakeholders.
* Carry out other duties commensurate with the responsibilities of the post.

# Person Specification

### Essential

* To have an Early Childhood Studies Degree, Early Years Foundation Degree, or Qualified Teacher Status.
* Substantial experience working in an early years leadership role.
* Substantial finance and budgeting experience.
* Good knowledge of the Early Years Foundation Stage or equivalent national standard.
* Good knowledge of current issues in education and social care legislation particularly in relation to early years and childcare provision.
* Knowledge of safeguarding and child protection procedures.
* A good understanding of Special Educational Needs and disabilities in young children.
* Experience of working in partnership with parents/carers, and other statutory agencies.
* Ability to develop the setting, including strategic thinking, motivation of people, and the ability to provide clear direction.
* Good staff management skills with the ability to motivate and encourage all team members.
* Good understanding of risk assessment procedures and health and safety issues.
* Ability to prioritise deadlines and manage multiple projects.
* Good understanding of the needs of families of children under five.

### Desirable

* Experience of working with and supporting vulnerable families.
* Experience in the voluntary sector and an enthusiasm for the work of the city farm.
* Experience of business planning and organisational development.
* Experience of multi-agency working in the delivery of services
* Competent user of IT packages to deliver responsibilities – (we currently use Famly software and Microsoft Office)
* Must be legally entitled to work in the UK and will be required to undergo a DBS check.