

## Area Operations Manager – Early Years

### Job Description

**Position Pay Level:** 9

**Position Pay SCP:** 42 - 47

**Salary:** £56,354 - £62,066 (fully inclusive of Local Weighting Allowance)

**DBS requirement:** Enhanced,

**Reports to:** Head of Service Children's Centres and Family Hubs

**Responsible for:** Early Years Managers and Operations Officer

**Number of reports:** 5 – 8 people

**Financial Responsibilities:** Strategic Leadership and associated budget with revenue targets of 2million.

### Main purpose of Job:

As the Early Years Operational Manager, you will provide strategic leadership and operational oversight across multiple early years settings, ensuring high-quality care, education, and compliance with regulatory standards.

You will be responsible for supporting Early Years Managers and their teams to deliver outstanding practice, maintain safe and nurturing environments, and achieve strong outcomes for children's learning and development.

This role also involves monitoring performance, managing budgets and resources effectively, implementing policies and procedures, and driving continuous improvement across all of our settings. By building strong relationships with staff, families, and external agencies, you will help to create a consistent, high-standard service that meets the needs of children, supports families, and aligns with the organisation's vision and values.

### Main Accountabilities:

- To deputise for the Head of Service when required.
- To strategically manage the daily processes for meeting all the operational needs of the children's centres/family hubs delivery of early years provision, including ensuring legislative compliance and providing support and operational guidance to the early years managers.
- To manage the routine, response, and long-term maintenance needs of the children's centres/hubs over seeing operating costs are kept within a budget and that best value is achieved.

- To ensure the implementation of operational policies and procedures, in line with Slough Borough Council's corporate policies and all relevant legislation.
- To monitor and support early year's managers to be financially viable and to meet occupancy targets. To implement strategies to ensure the long-term sustainability of the early years provision in children's centres/family hubs including marketing and promotional activities.
- To manage all inspections and to support the early years managers and the family hub coordinators with OFSTED inspections, quality assurance accreditations and the full range of operational and staff employment issues related to managing a children's centre/family hub provision.
- To oversee Health and Safety compliance within all children's centres/family hubs. To ensure audits are undertaken and all staff are trained appropriately and there is process in place for monitoring this.
- To manage the processes for identifying recruitment needs and to oversee staff retention. To manage the weekly staffing for early years and the deployment of staff. Managing the booking of agency staff and the allocated budget approval process.
- Management and planning of training needs in the children's centres/family hubs offering tailored and robust support based on internal audits.
- To work in partnership with multi agency partners to achieve sustained shared visions and actively support the development of family hubs.
- To represent children's centres/ family hubs on boards, governing bodies, internal leadership meetings and wider forums, to present as required.
- Contribute and lead on services plans and long-term council objectives.
- To provide effective supervision to managers based on a clear vision of the outcomes to be achieved by the service and how the outcomes will be achieved.
- To provide high quality, inclusive early years provision across all sites.
- To perform any other duties that may become necessary to ensure the successful delivery of early years' services, this includes working at any of the children's centre's/ family hubs across Slough.

**Person Specification:**  
**Area Operations Manager – Early Years**

| Area                        | Description                                                                                                                                                                                                                                                                                                                                             | Essential/<br>Desirable | Method:<br>Application (A)<br>Interview (I)<br>Test (T) |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------|
| <b>Experience</b>           | At least 4 year's operational management experience in early years provision, 2 years of which should include responsibility for managing multiple early years settings.                                                                                                                                                                                | Essential               | A/I                                                     |
|                             | Substantial experience of providing high quality early years provision                                                                                                                                                                                                                                                                                  | Essential               | A/I                                                     |
|                             | At least 2years experience of being a nominated person for Ofsted or equivalent experience                                                                                                                                                                                                                                                              | Essential               | A/I                                                     |
|                             | Demonstrable track record of, organising and deploying of resources to meet local and national targets                                                                                                                                                                                                                                                  | Essential               | A/I                                                     |
|                             | Experience of managing a recruitment campaign                                                                                                                                                                                                                                                                                                           | Essential               | A/I                                                     |
|                             | Experience of managing significant budgets and staff deployment.                                                                                                                                                                                                                                                                                        | Essential               | A/I                                                     |
|                             | Demonstrable experience of leading and implementing change to drive improvement and raising standards.                                                                                                                                                                                                                                                  | Essential               | A/I                                                     |
| <b>Skills and Abilities</b> | Excellent strategic leadership and performance management skills to lead, inspire and motivate others, finding creative and positive solutions to operational conflicts and difficulties                                                                                                                                                                | Essential               | A/I                                                     |
|                             | Excellent communication and interpersonal skills, both oral and written<br>Ability to represent the Local Authority (LA) effectively in a range of formal settings e.g., panels, partnership meetings and build effective working relationships, including Elected Members, senior officers, parents, head teachers, professionals, and other agencies. | Essential               | A/I                                                     |
|                             | Ability to organise and prioritise work, achieve targets within deadlines with conflicting pressures and timetables.                                                                                                                                                                                                                                    | Essential               | A/I                                                     |
|                             | Ability to assess risk and develop workable plans to achieve positive outcomes for children, families, and carers.                                                                                                                                                                                                                                      | Essential               | A/I                                                     |

| Area                               | Description                                                                                                                                                                                         | Essential/<br>Desirable | Method:<br>Application (A)<br>Interview (I)<br>Test (T) |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------|
|                                    | Ability to implement organisational change and systems for effective monitoring and evaluation of service delivery.                                                                                 | Essential               | A/I                                                     |
|                                    | Prepare/Lead inspections.                                                                                                                                                                           | Essential               | A/I                                                     |
|                                    | Skills in project management and organisational development.                                                                                                                                        | Essential               | A/I                                                     |
|                                    | Ability to provide efficient public services within a tight legal and financial framework.                                                                                                          | Essential               | A/I                                                     |
|                                    | Ability to understand staff learning and development needs and translate these into service development plans.                                                                                      | Essential               | A/I                                                     |
| <b>Knowledge and understanding</b> | Demonstrable knowledge of early years curriculums, legislative documents and have strategic awareness to ensure compliance.                                                                         | Essential               | A/I                                                     |
|                                    | Knowledge of performance management and evaluation.                                                                                                                                                 | Essential               | A/I                                                     |
|                                    | Demonstrate the importance of accurate record keeping and understanding of timely responses                                                                                                         | Essential               | A/I                                                     |
| <b>Qualifications</b>              | A level 5 Early Years qualification or equivalent experience in early years, operational management of group settings with additional business and project management training and / or experience; | Essential               | A/I                                                     |