

Senior Early Years Supervisor (Deputy Early Years Manager)

Job Description

Position Pay Level: 6

Position Pay SCP: 24 - 29

Salary: £37,711 to £42,307 (inclusive of local weighting allowance of £1,130 per annum - pro rata for term time only)

DBS requirement: Enhanced

Reports to: Early Years Professional (Early Years Manager)

Responsible for: 3 to 7

Number of reports: 20 up to 26

Financial Responsibilities: Deputy Leadership of the setting and budget

Main Purpose of the job role:

- To deputise in the absence of the Manager and to be responsible for the daily operations ensuring the early years provision adheres to all requirements of all relevant regulatory bodies.
- Working under the direction of the Early Years Manager as part of the management team, to ensure financial sustainability and outstanding early years provision in line with EYFS requirements.
- Oversee an early year's staff team, ensuring the delivery of high-quality early years provision that promotes and supports the needs of all children through effective holistic care and education in line with the Early Years Foundation Stage (EYFS).
- To maintain and develop highly professional relationships with multi-agency service providers to provide high-quality services in line with the Children's Centre/Family hub core offer.

Main Accountabilities:

- To contribute to the sustainability of the business through control of the daily operational expenditure, ensuring cost-effective use of resources and to ensure income and occupancy targets are met by offering good quality childcare, while having an understanding of the overall budget.
- To be responsible for safeguarding and SEND provision on a daily basis ensuring all policies and procedures are followed, concerns are reported in line with legislation and internal procedures, including SEND code of practice documentation, and to attend any related meetings in the absence of the manager.

- To work with the Early Years Manager to devise action plans using assessment data, staff development needs, and wider service action plans to drive forward high-quality improvements.
- To oversee and maintain the daily operation of the early years provision, including the supervision/support of staff, daily deployment and curriculum and educational programmes to meet the standards required.
- To ensure full care, education, supervision is provided and that children's all round daily needs are met by enhancing their physical, emotional, social, and cognitive development, involving their families and enabling them to become school ready. This includes promotion of parent partnership and the home learning environment.
- To aid development, implementation and evaluation of policies and procedures to ensure health and safety standards and OFSTED requirements are met.
- To disseminate, lead, implement and maintain practice across the Early Years Foundation Stage (EYFS), support and mentor all practitioners and model the skills and behaviors that safeguard and promote good outcomes for children, to work in close collaboration with other agencies and parents to develop appropriate strategies to support positive behaviours and attitudes.
- To work in partnership with local primary schools, settings and multi-agency providers to ensure effective information sharing, continuity of care for the children at times of transition and support the effective delivery of children's Centre/Family Hub services.
- Assisting the Manager and participation in arranging regular parent's evenings, publicity events, and staff meetings.
- To have Key holder responsibilities to open and close Children's Centres and Family Hubs.
- To perform any other duties that may become necessary to ensure the successful delivery of services, this includes working at any of the Best Start Family Hubs and Childrens Centre's.

Person Specification: Senior Early Years Supervisor

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	A minimum of three years' experience in a supervisory position which includes the responsibility for staff management.	Essential	A, I
	Experience of working in partnership with staff from different organisations	Essential	A, I
	Experience of working in a multicultural community and of promoting and marketing a service in a disadvantaged area.	Desirable	A, I
Skills and abilities	Ability to lead, inspire, collaborate with and develop staff within their team to achieve a positive culture and a desire to deliver an outstanding provision.	Essential	A, I, T
	Ability to assist/write robust policies and procedures, in line with OFSTED regulations and any other legislation.	Essential	I, T
	Ability to use tact and diplomacy, to inspire confidence and enthusiasm and to persuade and influence others.	Essential	A, I, T
	Good listening and verbal skills, combined with the ability to write clear and accurate reports. A significant understanding and use English both spoken and written.	Essential	A, I, T
	The ability to effectively utilise a range of IT based systems and support other staff to ensure productivity.	Essential	A, I
	Ability to work within financial controls to ensure long term sustainability in line with the allocated budget managing staff to oversee this.	Essential	A, I
	Ability to work flexibly, including evenings, breakfast times and occasionally some weekends;	Essential	A, I
	Physical fitness compatible with early years tasks, including lifting and carrying	Essential	A
	Ability to absorb information quickly and to use the knowledge gained effectively to solve problems	Essential	A, I, T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Knowledge and understanding	Ability to use own initiative to priorities workload; work to deadlines and to be able to absorb information quickly and to use the knowledge gained effectively to solve problems.	Essential	A, I
	Extensive knowledge of early years legislation and the principles and practices of early education, including the Early Years Foundation stage and Working Together to Safeguard Children 2026.	Essential	A, I, T
	An understanding of the principles of staff management and financial control.	Essential	A, I
	An understanding of and commitment to equal opportunities	Essential	A, I
	A knowledge and understanding of the inspection process of regulatory bodies.	Essential	A, I
	A sound knowledge of child protection procedures	Essential	A, I
	An understanding of Health and Safety in the workplace.	Essential	A, I
Qualifications	Level 3 Full and Relevant childcare qualification as defined by the Department for Education. https://www.gov.uk/guidance/check-an-early-years-qualification	Essential	A
	Evidence of continuous professional development and a willingness to undertake further training.	Essential	A, I
	Level 2 English Qualification or GCSE equivalent.	Essential	A
	Level 3 Maths qualification or GCSE equivalent	Desirable	A