



Deputy Early Years Operations Manager

Department:	Administration
Reports to:	Early Years Operations Manager
Place of Work:	Flexible, including childcare settings
Working hours:	15 Hrs
Salary range:	£26,000 pro rata
GOR:	No

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focussed on Christian mission and ministry.

Elim International Centre Malvern is the base for the Elim's ministry, mission, training, administration and finance departments, serving the denomination's churches and activities.

THE ROLE

As Deputy Early Years Operations Manager you will assist the Early Years Operations Manager in the delivery of safe, compliant and quality assured services for all early years and childcare provision operated by the Elim charity, and to support future developments in the charity's childcare offering.

You will report to the Early Years Operations Manager (EYOM).

You will be required to support day to day oversight of the Ofsted registered childcare settings (including supporting settings where complaints have been made or compliance matters raised) as well as to input into the strategic development of settings and the organisation.

Your main responsibilities would allow you to work from home. However, regular visits to settings in England and occasional visits to settings in other UK countries, as well as to places where a childcare setting is proposed will be required.

- Have and maintain a current and thorough understanding of the EYFS framework, Ofsted regulations and legislation for childcare providers.
- Have and maintain a good understanding of the learning and development of young children.
- Support settings in evaluating and developing provision through visits, discussions, training and action planning to meet goals and desired outcomes.
- Visit Elim Early Years Settings (and local churches interested in developing childcare provision) as required by the Early Years Operations Manager or requested by the setting and local church.
- Attend and represent Elim at external agency meetings (including Ofsted visits) at Early Years Settings when required.
- Report actual and potential breaches of compliance to the Early Years Operations Manager and support the EYOM and setting to ensure ongoing compliance with the EYFS framework and legislation.
- Develop & maintain a network of support for EFGA settings (including regular communication, ElimNet & annual manager's forum).
- Work with local church leaders and officers to ensure appropriate supervision of senior setting staff and provide support during periods of church leadership transition.
- Develop, share and update policies and resources to support settings on an individual or organisational level, including best practice and up to date guidance.
- Support the Early Years Operations Manager to:

- Ensure robust, organisational oversight of Ofsted registered childcare settings (including the maintenance of appropriate records)
- Ensure the safe recruitment and ongoing suitability of senior members of setting staff, assisting in and attending interviews where required or requested.
- Act on complaints received or breaches of compliance and ensure measures are put in place to remain compliant at all times.
- Undertake training and professional development, as deemed necessary and, where appropriate, implement outcomes into own practice.
- Attend 'Keeping in touch' days at EIC (or other mutually agreed location) 4 times per year or as requested by the Nominated Individual, National Administrator or NLT. (This is to include attendance at the annual manager's forum).
- Deputise in the absence of the Nominated Individual.
- Undertake other appropriate duties as required by the line manager

THE PERSON

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Level 3 childcare qualification or equivalent • 2+ years experience in leadership & management (early years or education) 	<ul style="list-style-type: none"> • Early Years or Primary teaching qualification to degree level or equivalent • Safeguarding (DSL)
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience in the management of early years or education settings • Proven track record of delivery of Early Years and Ofsted regulated services • Ability to demonstrate a working knowledge of Ofsted services and the Early Years Foundation Stage • Demonstrate an understanding of the statutory compliance requirements demanded by Ofsted regulation • Experience of working effectively in collaboration with other agencies; • Evidence of successfully handling sensitive situations effectively and confidentially; 	<ul style="list-style-type: none"> • Experience of managing and reporting risk
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills; • Excellent leadership, people development and team working skills; • Ability to work under the direction of others, whilst using reasoned judgement • Able to demonstrate a high level of enthusiasm, commitment and attention to detail; • Able to communicate, in a clear way, to all levels of staff; • Work collaboratively to mitigate risks, minimise and avoid impact on outcomes; 	
Personal Qualities	<ul style="list-style-type: none"> • Honesty and integrity • Enthusiastic and with a drive to achieve • Excellent oral and written communication skills • Organised, flexible, innovative and adaptable • High level of astuteness and sensitivity. 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel where delegated and appropriate • IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use) • A valid UK driving license and access to own vehicle 	Ideally from an Elim background, with some understanding of the Elim ethos

We are committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo pre-employment checks including checks with past employers and the DBS. It is an offense to apply for this post if you know you are barred from working with children.

FURTHER DETAILS

The vacancy will close on Friday 20 September 2024

Interviews will be held on Monday 30 September 2024

Please send the following to Alison Dunsmore:-

- A full curriculum vitae and
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.

If you do not include both of these, your application will not be taken further.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

Applicants are encouraged to find out more about Elim Foursquare Gospel Alliance, its ethos and activities via www.elim.org.uk.

CONTACT:

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Ofsted Nominated Individual and Early Years Manager

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