



# Little Angels

## Fun Club & Nursery Ltd.



*“Empowering our children, parents and staff to achieve”*

## Candidate Information Pack August 2020

### Area Manager

## Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as a senior leader.

This opportunity has arisen as a result of our plans for expansion as we enter into a new phase of Little Angels' development.

We have a strong, well established team, with aspirational ambitions - and we need additional leadership expertise to support our next steps as a thriving childcare organisation.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built, and embody the care that it offers.

Over the last few months, we have weathered the pandemic and streamlined our provision but also looked ahead and drawn up fresh plans for the future. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We are now looking for a leader to cover three settings initially, with a view to growing the scope of this role as we expand. We hope to appoint a leader who can successfully shape and mould the future of the company, working alongside another very able and experienced area manager. You will have your own settings for which you will be responsible, and your time will be spent mostly supporting and developing the managers of those settings, leading training, conducting audits and supporting the development of outstanding practice in all sites you lead. You will be able to access the latest management information technology that we have recently installed to generate greater data with which to manage and support our sites: this includes Famly and Planday which provide excellent occupancy and financial oversight to the company.

You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children occasionally as a treat, so that you can remember why you do what you do, and what makes it an amazing role to fulfil. No two days will be the same in this role, but at the end of each week you will be able to reflect and see a positive direction of travel, taking great satisfaction from being part of a company that cares.

**What do I need to do if I want to apply?**

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: [office@littleangels.info](mailto:office@littleangels.info)

The closing date for all applications is 5pm on Thursday 17th September and a selection event will be held on Saturday 26th September between 9.30am and 4.30pm in the south east Northumberland area. Those who are successfully shortlisted will be contacted by the end of Monday 21st September to ensure adequate notice to attend. Please note that while we try to accommodate exceptional circumstances, the Covid regulations mean these dates are non-negotiable to ensure we follow government guidelines while also being fair and inclusive.

We look forward to receiving your application,

Ian Wylie  
Company Director

## **Proposed Area Manager Job Description**

Post title	Area Manager
Salary range	£32K - £36K FTE
Location	Home and field-based
Hours	40 hours per week
Holidays	FTE 28 days paid holiday (includes bank holidays.) An unpaid holiday scheme is provided for long service after two years rising to 33 days a year.
Childcare	100% discounted childcare
Start date	As soon as possible
Responsible to	Nursery owners
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.

The job description below is neither definitive nor exhaustive. However, it should provide a clear indication of what is involved in the role of area manager at Little Angels. The company reserves the right to change or amend the description as the need arises.

### **Primary Purpose of the Job**

1. To provide and maintain the vision for Little Angels, in partnership with the other area manager(s) and the nursery owners.
2. To promote and safeguard the welfare of children.
3. To develop and maintain the excellent quality and standards of care and education in the appointed area.
4. To ensure the appointed area achieves financial targets by managing operating costs and ensuring viability and profitability.
5. To cover for the other area manager during planned and unplanned absences.

## **Strategic Direction and Development of the Ethos and Vision**

The area manager will:

- Have a strategic view of successfully developing an already thriving organisation.
- Shape the vision for the organisation which reflects its unique ethos and style of delivery, by creating a development plan for the area, in conjunction with the other area manager(s).
- Ensure this vision is clearly and effectively articulated, shared and understood at the appropriate level by the Ofsted recognised competent person and their teams.
- Translate the vision into agreed objectives, action plans or key results that will promote and sustain improvement across each site in the area.
- Promote a culture of encouragement, support and mutual challenge in order to achieve each child and each member of staff's potential, with the highest possible standards of care and learning within the appointed areas of Little Angels.
- Promote creativity, innovation and the use of new technologies to achieve excellence in learning and administration within Little Angels.
- Advise the nursery owners and consult other area manager(s) on the formulation of company policies that will maintain, develop and support the ethos and vision of the organisation.

## **Leadership and Management**

Area managers should show evidence of how they:

- Develop, motivate and lead heads of settings/managers and their teams to achieve the highest professional standards in their conduct and appearance.
- Promote the organisation's ethos by creating and maintaining good working relationships among all stakeholders.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Lead others to ensure that change management processes are implemented and reviewed.

- Maximise the contribution of all staff to maintain high standards of learning through proven, effective delivery of target setting and performance management for individual managers or their appointed competent person.
- Shape the current and future quality of learning through high quality training and sustained professional development for all staff.
- Ensure that all sites in the appointed area meet legislative requirements for basic training and that managers or their appointed competent person operate regular training audits to target higher level training opportunities proactively.
- To identify and develop whole organisation training initiatives in coordination with other area manager(s).
- To implement these training initiatives, as well as assist and lead on formulating written reports and presentations which may be used for training seminars to aid managers, appointed competent persons and staff.
- Ensure that appointed areas strategically plan their recruitment needs and that recruitment procedures are wholly in line with safer recruitment recommendations.
- Maintain sound procedures for managers or their appointed competent person to attend to the security, supervision and maintenance of each site, ensuring that all health and safety regulations are met.
- Support and challenge managers or appointed competent persons so that premises are fit for purpose for current and future needs including site development.
- Make use of regular quality assurance processes such as audits of provision, SEF, FIP or equivalent development plans, with analysis and follow up actions recorded.
- Manage finances to ensure that budget figures are achieved. Maximise occupancy levels across sites in the area and manage promotion and marketing, as required, to target weaknesses in occupancy. This is to be done in conjunction with the marketing manager.
- Ensure that compliance with all the regulatory bodies is maintained, HPA, Ofsted operational requirements, planning, fire safety etc.
- Chair regular minuted meetings and training events with well planned outcomes.
- Meet regularly with the other area manager(s) and quarterly with nursery owners.
- To attend and lead all whole staff meetings, in coordination with other area manager(s).
- To ensure that managers and competent persons meet legislative requirements with regard to ratios of staff to children.

- To ensure that managers maintain daily records in accordance with established best practice and procedures agreed, eg staff and children signing in attendance records, accidents, medicine administration, incident reporting and all other records relating to children's welfare.

## **Quality and Standards**

The area manager will:

- Ensure that all appointed sites in the area offer children a vibrant, stimulating environment with child-centred planned learning opportunities.
- Ensure that all appointed sites in the area monitor and assess children with age appropriate and developmentally appropriate targets.
- Support and challenge managers and competent persons to remedy under-performance of staff and children.
- Ensure that all sites provide nurturing and attentive care, with sound policies and procedures for safeguarding children, developed in conjunction with other area manager(s).
- Ensure that all appointed sites deliver robust child protection procedures and that all staff are appropriately trained and regularly receive updated training for child protection.
- Ensure that settings promote positive partnerships with parents throughout all practice, regularly updating parent information and ensuring a two-way flow of information between home and setting re how children learn. Make good use of IT to deliver this.
- Demand ambitious standards for all children, particularly those relating to children with EYPP and 2 year old funding, to overcome disadvantage and advance equality, while instilling a strong sense of accountability in staff for the impact of their work on those children's outcomes in particular.
- Ensure that job descriptions, contracts of employment and induction procedures are implemented and regularly reviewed by managers and appointed competent persons.
- Develop policies and procedures in coordination with the other area manager(s).
- Work with the other area manager(s) to ensure that organisational policy documentation is kept up to date.

## **Efficient and Effective Use of Staff and Resources**

The area manager will:

- Plan, manage and monitor the appointed area within the agreed annual budget, setting appropriate priorities for expenditure and ensuring effective administration and control.
- Working in partnership with the other area manager(s), ensure that within your appointed areas systems and processes are well considered, efficient and fit for purpose.

## **Accountability**

The area manager will:

- Create and develop within the appointed area a culture in which managers and staff recognise that they are accountable for the success of the children and the nursery.
- Be accountable to the nursery owners and attend all quarterly meetings with them.

## **Professional Development**

The area manager will in their appointed areas:

- Sustain wide, current knowledge and understanding of education and other competitors locally, nationally and globally and pursue continuous professional development.
- Inspire and influence others to believe in the ethos and vision of the organisation as well as the fundamental importance of education in children's lives and to promote the value of education.

## Communication and Consultation

The area manager will:

- Build effective relationships with all managers and appointed competent persons, staff, parents and external professionals through excellent communication and interpersonal skills.
- Consistently use and develop IT systems to ensure exemplary communication between all heads of settings, and with other stakeholders.
- Ensure that managers and appointed competent persons regularly issue letters to parents and staff to celebrate and clarify the two way flow of information that Little Angels promotes.
- Engage with staff regularly, particularly senior staff such as managers, heads of settings and deputies/key-holders to foster good morale and to proactively address possible underlying causes of poor morale.
- Be a role model for other staff at all times in terms of best practice.
- Share a weekly diary and planned current work streams with other area manager(s) and nursery owners on all relevant aspects of the nursery operations.
- Perform other related duties as requested by nursery owners from time to time.

## Person Specification

Area	Essential	Desirable	Assessment
<b>Qualifications</b>	<p>An Early Years Qualification at Degree/ Level 6</p> <p><a href="https://www.gov.uk/guidance/early-years-qualifications-finder#qualified-teacher-and-early-years-teacher-status">https://www.gov.uk/guidance/early-years-qualifications-finder#qualified-teacher-and-early-years-teacher-status</a></p> <ul style="list-style-type: none"> <li>• English and Mathematics at least to GCSE/O level standard passes (please include with application).</li> <li>• Hold a driver's licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with EYPS or EYT or a Level 6 in Childcare</li> <li>• Ofsted training</li> <li>• Management training</li> </ul>	<p>Application Form</p> <p>Certificated evidence at selection event</p>

<b>Training</b>	<ul style="list-style-type: none"> <li>• Evidence of Continuing Professional Development during recent years.</li> <li>• Training in specific teaching/learning and/or childcare development programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent Ofsted framework training.</li> </ul>	Application form Selection event
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years experience managing a successful nursery setting which included under 2s provision.</li> <li>• Experience of training staff both one to one and in larger groups.</li> <li>• Experience of conducting quality inspections and audits at nursery settings.</li> <li>• Experience of interpreting business data and meeting business and financial targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Working as an area manager for another nursery group.</li> <li>• Developing own audits to review practice in settings.</li> </ul>	Application form Selection event
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Experience of running and improving a nursery setting with strong knowledge of the EYFS and Statutory requirements.</li> <li>• Proactive mindset and willingness to act decisively and offer support in all areas.</li> <li>• Big picture mindset with an ability and desire to take on additional settings.</li> <li>• Ability to operate in multiple settings and travel to multiple settings.</li> <li>• Effective verbal and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare/ Education related degree or a previous Ofsted inspector.</li> </ul>	Application form Selection event

<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills including influencing skills.</li> <li>• Willingness to be an aspirational, self reflective leader, constructively challenging the work of yourself and others to continually improve your own, your team's and the company's performance.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• A strong communicator with determination and drive.</li> <li>• Own transport.</li> </ul>		<p>Application form Selection event Profiling exercise</p>
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