

JOB DESCRIPTION	
Job Title: Early Years Manager	Grade: 7
Service: Aspire Foundation	Section: Early Years Provision
Work Location: Oakwood, Cheltenham	
Reporting to: Early Years Strategic Lead	Reporting to Job Holder: Senior Early Years Educator and Early Years Educators
Date of issue: Summer 2026	
Job Purpose: - To lead Early Years teams at your allocated site in delivering a high standard of physical, emotional, social and intellectual care for the children in the early years setting. - To act as a role model to the team in order to provide an enabling environment in which all children can play, develop and learn. - To act as a source of knowledge, guidance and support to the team. - To fulfil the roles of Designated Safeguarding Lead and SENCO for the setting. - To ensure effective relationships with parents and partner agencies to enable children's needs to be identified and met. - To act as Deputy to the Early Years Strategic Lead as required. - To oversee the day-to-day running including staff ratios, occupancy levels, admissions and waiting lists, monitoring budgets, resources contributing to financial performance. - To ensure data is accurate and available to Finance colleagues to ensure accurate and timely invoicing for all chargeable sessions.	
	Main Duties:
	LEADERSHIP & MANAGEMENT
1.	To lead the delivery of the Early Years Foundation Stage (EYFS) on a day-to-day basis, ensuring the requirements of the EYFS are met.
2.	To provide leadership in your setting and encourage innovative early years practice, providing effective leadership, direction and support to early years staff.
3.	To lead by example, maintaining high standards of care, learning and professionalism, promoting and modelling positive behaviour, and fostering good teamwork and a climate in which all staff are encouraged to lead and develop.
4.	To lead team meetings, and provide supervision for staff, ensuring that each member of staff has their work reviewed annually through the appraisal process.
5.	To manage staff performance, attendance and professional development, using the HR System to record regular 1-1 Supervisions and appraisals.
6.	Ensure that staff in their probation period are supervised and 6/12/18 and 24-week reviews

	are conducted.
7	To contribute to the planning, delivery and evaluation of INSET days for the Foundation.
8.	To support students, apprentices and volunteers, as required.
9.	To work alongside the Early Years Strategic Lead, other Early Years Managers across the Foundation and staff team to ensure that the settings aims and philosophy are fulfilled.
COMMUNICATION & CONFIDENTIALITY	
10.	To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day care, learning and development throughout the early years.
11.	To work in partnership with parents, colleagues, other professionals and outside agencies to ensure the best outcomes for children, including a smooth transition into school.
12	To promote the early years setting to ensure a good reputation and sustainability.
13.	To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
14	To attend and engage with EY managers meetings and wider organisational meetings and communicate messages to the team being the voice of SMT within the setting.
POLICIES & PROCEDURES	
14	To read, understand and adhere to all policies and procedures that are relevant and will ensure the safe running of the setting.
LEARNING & DEVELOPMENT	
15.	To keep up to date with good early year's practice and developments.
16.	To undertake regular CPD relevant to role
FAIRNESS AND DIVERSITY	
17.	Assist in the implementation of the Foundation's equal opportunities objectives with particular reference to any targets/positive actions set out in the Equality Act 2010.
HEALTH AND SAFETY	
18.	To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements. To ensure that a high priority is given to the management of health and safety; those legal responsibilities are met by carrying out risk assessments and taking appropriate action; and that appropriate information, instructions, training and supervision are provided to ensure the health and safety at work of those employees for whom the post holder is responsible.

Qualifications and Experience: Minimum level 3 in Early Years Education / Childcare

Supervisory Responsibility: Early year's staff

Supervision received: Early Years Strategic Lead

This job description does not define in detail all duties / responsibilities of the post and may be reviewed and be subject to modification or amendment after consultation and agreement with the post holder.

PERSON SPECIFICATION		
Job Title: Early Years Manager		Grade: 7
Directorate: Aspire Foundation.		
Section: Early Years Provision		Date Revised: Summer 2026
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training	Level 3 Early Years and Childcare Qualification.	- Early Years Professional Status or equivalent. - Paediatric First Aid Qualification - Basic Food Hygiene certificate - Other related training. - Level 3 SENCO
Experience	- Team leader experience - Supervision and delivery of EYFS. - Knowledge of Key Person systems and record keeping. - Working with young children as key person. - Planning and implementation of curriculum frameworks for early education.	Experience of OfSTED inspection.
Knowledge/ Skills and Abilities	- Knowledge of EYFS guidelines and legislation. - Knowledge of the Graduated Pathway, current SEND policy and procedures. - Understanding of child development. - Knowledge of current Safeguarding policies and procedures. - Understanding of equal opportunities. - Knowledge of Health and Safety requirements. - Ability to communicate well in writing and to have good presentation skills. - Ability to engage and communicate well with young children, parents and other professionals. - Ability to manage budgets and resources affectively. - Computer literate.	- Good organisational skills - Demonstrates creative ability.
Personal Behavioural Attributes	- Passionate about early childhood development - To be able to work effectively as part of a team and contribute to positive relationships. - Able to provide innovative and motivational leadership to the Early Years Team. - Enthusiastic, solution focussed and committed to delivering high quality provision. - Reflective and able to remain calm under pressure.	
Special Conditions	- Driving Licence - Enhanced DBS check required - Key holder responsibility	