**HEAD OF EARLY YEARS**

**About Our Play Out Service**

Play Out is a child focused, outdoor loving, puddle jumping, mud pie making childcare group. Our highly experienced and passionate team is committed to supporting children to develop through a rich learning environment. Play Out Ipswich is situated just outside the town centre, on Felixstowe Road, with close links to the main road and rail network. The nursery operates from 7.30am to 6pm daily.

We are part of Ormiston Families, who are a leading charity supporting children, young people, and families across the East of England. We work to ensure every child has the best start in life, offering a range of services that promote emotional wellbeing, strengthen family relationships, and provide vital support during challenging times. Our vision is to create safe, healthy, and resilient communities where families thrive.

**About the role**

We are seeking a dynamic and visionary Head of Early Years to lead and grow our childcare provision, currently serving children from birth to pre-school age. This is a unique opportunity to combine operational excellence with strategic business development, ensuring our nursery not only delivers outstanding care and education but also thrives as a sustainable and innovative enterprise.

As Head of Early Years your role is to provide overall leadership and management of Ormiston Families’ Play Out childcare setting in delivering high-quality care and the passion for creating a safe and nurturing environment that promotes learning, development, and growth. You will ensure that the setting meets compliance with all statutory and regulatory requirements including Ofsted standards and Statutory Early Years Framework. You will also be responsible for the development and sustainability of the nursery through innovative service expansion, income generation and community engagement initiatives.

 **About you**

We are looking for someone with the following skills and experience:

* Early Years/ Childcare Qualification NVQ /NNEB/CACHE/ City & Guilds/ BTEC Min Level 6 or equivalent
* Proven experience in managing an Early Years Setting.
* Demonstrated leadership and team management.
* Has a strong knowledge of EYFS and current Ofsted statutory guidance.
* Experience in developing new services or settings would be desirable.
* Knowledge of funding streams and income generation in the early years sector would also be desirable.

**Safeguarding and DBS requirements for your role:**

Play Out is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

We are an equal opportunities employer; we value diversity and welcome applications from all sections of the community.

**Play Out reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working for Play Out**

**Job Title: Head of Early Years**

**Duration:**

The post advertised is permanent and Full-Time

**Hours of Work and Working Arrangements:**

* The normal working week is between 37.5 hours, Monday to Friday and covers 52 weeks per year. The setting is open from 7.30am to 6pm each day.
* We will require the job holder to be on site at the Nursery at least two days per week or more if the role requires it (one of them must be a Friday).
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be Play Out Nursery, 333 Felixstowe Road, Ipswich IP3 9BU

**Salary:**

* The salary for this post is circa £45,000 gross per annum (subject to skills and experience)
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Job Description**

**Job Title: Head of Early Years**

**Service: Income Generation and Marketing**

**Base: Hybrid – at least two days per week on site at 333 Felixstowe Road and more if role requires it (one day must be a Friday)**

**Reports to: Director of Income Generation and Marketing**

**Job Purpose:**

As Head of Early Years your role is to provide overall leadership and management of Ormiston Families’ Play Out childcare setting in delivering high-quality care and the passion for creating a safe and nurturing environment that promotes learning, development, and growth. You will ensure that the setting meets compliance with all statutory and regulatory requirements including Ofsted standards and Statutory Early Years Framework. You will also be responsible for the development and sustainability of the nursery through innovative service expansion, income generation and community engagement initiatives.

**Key Areas of Responsibility:**

**Leadership & Operational Management**

* Provide overall leadership and management of Ormiston Families’ Play Out childcare setting, ensuring high standards of care, education, and safeguarding.
* Lead, motivate, and develop the Play Out Childcare team to deliver a nurturing and stimulating environment.
* Ensure compliance with all statutory and regulatory requirements, including Ofsted standards and The Statutory Framework for the Foundation Stage.
* Monitor and evaluate the quality of provision, implementing continuous improvement strategies, including preparing development plans and writing policies.
* Ensure all activities align with Ormiston Families’ quality framework and processes

**Strategic Business Development**

* Identify and assess opportunities for expanding childcare provision, including new settings or satellite sites.
* Lead the development of and delivery of parenting courses and family support initiatives to be used both within the childcare setting and across the organisation.
* Explore innovative ways to utilise existing space to generate additional income (e.g., community activities, weekend clubs, evening classes).
* Develop and implement strategies to increase occupancy and enhance the nursery’s financial sustainability.

**Partnerships & Stakeholder Engagement**

* Build strong relationships with parents, carers, local authorities, and community partners.
* Represent the nursery at external meetings and forums, promoting its vision and values.
* Collaborate with internal teams to align the nursery’s development with wider organisational goals.

**Person Specification**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Early Years/Childcare Qualification NVQ /NNEB/CACHE/ City & Guilds/ BTEC Min Level 6 or equivalent | Qualification in leadership or business management (e.g., ILM, MBA, or similar). |

**Experience & Skills**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Proven experience in managing an Early Years setting. | Experience in developing new services or settings. |
| Demonstrated leadership and team management skills. | Experience in delivering or commissioning services to support parenting programmes. |
| Business acumen and experience in income generation or service development. |  |
| Commitment to safeguarding and promoting the welfare of children |  |

**Abilities and Knowledge**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Strong knowledge of EYFS and current Ofsted statutory guidance. | Knowledge of funding streams and income generation in the early years sector. |
| Knowledge of milestone development of children under 5 years |  |
| Strong Knowledge of Safeguarding requirements for Young Children |  |
| Knowledge of Ofsted Inspection Outcomes |  |
| Excellent communication skills, both verbal and written. |  |