POST TITLE	**OPERATIONAL SUPPORT OFFICER – INCLUSION SCHOOLS & EARLY YEARS**
DIVISION / SECTION	**SCHOOLS AND LIFELONG LEARNING**
DEPARTMENT	**COMMUNITY AND FAMILIES**
RESPONSIBLE TO	**SCHOOLS AND LIFELONG LEARNING SERVICE MANAGER**
NUMBER OF POST HOLDERS	**1**
ACTING UP/ SECONDMENT	**NO**

PURPOSE OF JOB

As an integral part of the Schools and Early Years team, the Operational Support Officer will lead the delivery of the early years content, operational readiness, and programme coordination of the early years expansion of funded entitlement for all 3 to 4 year olds and eligible 2 year olds from 600 hours to 1140 hours by 2020 in accordance with the agreed strategy. Post implementation of the Early Years expansion, this post will provide operational support within the Schools and Early Years team.

MAJOR TASKS/JOB ACTIVITIES

- To lead the development of Schools and Early Years policies and strategies, including expansion to 1140 hours, for the Council and undertake their implementation in line with local and national priorities and plans.
- To support, evaluate and monitor activities, services and projects carried out by the Council and partner organisations which promote education, early learning and childcare, and undertake related projects and initiatives.
- Revise systems and processes to accommodate present and new legislation, policies and other agreements for the delivery of services.
- Lead the communication between multi-disciplinary teams and functions within the Council involved with the project planning and implementation by processing information and sharing the outcome of decisions.
- Work in partnership to develop and implement communication plans with local authority partner provider organisations and members of the public, including parents, such as the expansion plan.
- Oversee a range of project administration tasks including monitoring and tracking project progress against key milestones ensuring outcomes are delivered within a time, cost, quality framework.
- Contribute to the preparation and content of reports, strategic plans, briefings, presentations, FOIs and other relevant documents for Council meetings, external agencies, senior officers and other key stakeholders.
- Oversee the assurance of all deliverables are aligned to council policies and values, and integrated with Council Strategy.
- Lead the identification of opportunities for improvement and contribute to management of change within a complex internal and external environment.

- This list is indicative of activity, not exhaustive, and describes a range of typical activities undertaken by the post holder.

KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)

- Education comparable to a degree or equivalent or considerable relevant experience in Schools or Early Years provision.
- The post requires extensive knowledge of Schools and Early Years provision and leadership experience.
- Knowledge and understanding of current issues in education and experience of working in a school or early years setting desirable.
- Proven experience of budget responsibility and budget monitoring.
- Ability to manage change, to introduce new initiatives and revise systems and processes and ability to achieve desired outcomes.
- Proven experience in project management and planning with the ability to handle data effectively and produce high quality reports.
- Ability to build and develop productive working relationships within the team and across the organisation.
- Demonstrate effective communication skills and understanding of the needs of stakeholders.
- Demonstrate sound judgement in decision making within established process controls.
- Full proficient in Microsoft Office
- Experience in school ICT systems such as SEEMIS and NAMs desirable

ENVIRONMENT

- Manage own time to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office based activities.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety

SUPERVISION AND MANAGEMENT OF PEOPLE

Direct line supervision for Early Years Development Officer and may be asked to stand in for colleagues as appropriate.

RESOURCES

- The post will have access and control of highly confidential and sensitive budget data and will supporting the monitoring of budget allocations to Schools and Early Years establishments.
- The post will have shared responsibility for the security and maintenance of council wide information systems.

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice.

You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Recruitment person specification

Post being recruited for: **Operational Support Officer – Inclusion Schools and Early Years**

Council behaviours

These apply to all posts	
Respect	We're inclusive, we promote equality, we treat people with fairness, understanding and kindness, and we consider others in all our decision and actions.
Integrity	We're open and honest, we take responsibility, we build trust, and we pull together to do what's right for out residents, colleagues and city.
Flexibility	We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning.

Person specification

Category	*Essential*	*Desirable*
Experience	Extensive knowledge and experience at a senior level of the delivery and operational management of appropriate provision for children over a range of ages Experience of developing, implementing and evaluating services and strategies in line with local and national priorities Previous staff management experience Proven experience in project management and planning	

	Experience of managing budgets and grants Experience of working in partnership with key stakeholders, e.g. parents, voluntary sector, government and public agencies	
Knowledge, skills and understanding	Knowledge and understanding of Council and National Early Years and inclusion/ additional support needs policies and strategies Excellent communication skills, verbal and written	Experience of preparing reports and recommendations on complex policy, strategic and operational matters of national significance Experience of working in a school or early years setting
Qualifications and training	Educated to degree level or equivalent experience in an area related to Early Years and or inclusion/ additional support needs.	
Job specific requirements	Ability to manage change, to introduce new initiatives and revise systems and processes	
Applicants should always check the Job Vacancy for any specific employee specification requirements for the advertised vacancy		