

# Job Description



**Job Title:** PATA Managed Groups Area Manager  
**Reports To:** Chief Executive Officer  
**Location:** PATA Chequers Bridge Centre, Gloucester

## Overview of the role:

The PATA Managed Groups (PMGs) Area Manager is responsible for overseeing the successful running of the PMGs (currently five). This includes line management responsibility for each of the Early Years Managers (EYM), Early Years Curriculum Lead (EYCL), each PMG's individual budget oversight and being the Nominated Individual for Ofsted.

The PMGs are community Early Years (EY) settings that were originally run by parent committees but were taken on by PATA to secure their future. It is possible that additional settings will be added to the group in the future. Each PMG has an EYM who is responsible for their own staff team, but with support and oversight of the Area Manager, Operations Manager and Finance Manager.

## Key roles and responsibilities:

- Act as Nominated Individual for Ofsted, leading on correspondence with them and keeping their records up to date.
- Act as Designated Safeguarding Lead (DSL) for the organisation.
- Performance manage the EYMs to ensure excellence.
- Ensure compliance with Statutory Requirements including Health & Safety and all policies and procedures.
- Support the PMG Managers to effectively run their individual settings, ensuring that they have sufficient staffing and resources to maintain quality provision.
- Work closely with the EYCL and Setting Support & Development Officer to ensure best practice at the settings.
- Role model excellence in all areas for EYMs and setting staff teams.
- Support EYMs to work to budgets set in conjunction with the Finance Manager.

## Specific Duties include:

- Work with EYMs to ensure administrative tasks are completed accurately and in a timely manner, seeking support from Head Office team as required.
- Keep documentation up to date including policies, forms and records.
- Support the EYMs with recruitment and retention of suitable staff.
- In conjunction with the EYMs encourage and develop CPD and future career enhancement for all staff.
- Run regular EYM meetings and Deputy Manager meetings.
- Encourage engagement by the PMG staff in wider PATA initiatives.
- Feed back best practice to support PATA Member settings.
- Attend meetings as necessary including PMG staff meetings and occasional Board of Trustee meetings as agreed and represent PATA at wider EY meetings.
- Support the EYMs in meetings and with other professionals as necessary (e.g. Safeguarding and SEND).
- Support the EYMs to access appropriate SEND support and funding.
- Support wellbeing across the PMG teams, utilising and signposting existing wellbeing resources to develop resilience.
- Regular visits to PMG settings, occasionally working to meet ratio requirements or model best practice.
- Support EYMs, along with the Operations Team, to effectively market their settings to ensure high occupancy levels.
- Support and maintain the embedding of inclusive practice across the PMGs.
- Provide professional challenge where necessary to achieve excellence.

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## Experience and knowledge

The PMG Area Manager will be an experienced Manager with strong leadership skills, an eye for detail and the capability to manage competing priorities effectively.

### Essential

- Experience of successfully managing an Early Years setting ideally for a minimum of three years.
- Experience of successfully managing a staff team and familiarity with HR procedures.
- Working knowledge of the current Early Years Foundation Stage and Ofsted Inspection Framework.
- Thorough understanding and knowledge of safeguarding and Prevent legislation and experience of working as a DSL.
- Excellent verbal and written communication skills and an ability to interact effectively with individuals across the organisation and those from external agencies.
- Ability to bring innovation to problem solving.
- Strong IT skills and ability to self-serve re administration tasks including experience using Excel.
- Ability to travel around Gloucestershire to visit PMGs and attend other meetings and events.
- Holds a current driving licence and access to transport.

### Desirable

- Experience of managing or working with a group of settings across an organisation.
- Level 5 or above Early Years qualification.

### Essential Qualifications

- Full and relevant Level 3 Early Years qualification.

Currently hold or with PATA support work towards:

- Minimum Level 3 Award in Safeguarding & Protecting Children and Young People.
- Health and Safety Level 4 certificate.
- Safer Recruitment.
- Paediatric First Aid certificate.
- Certificate in Food Hygiene or Food Safety in Catering.
- e-Safety on-line training.

The position will be contingent on satisfactory references and Enhanced DBS check, and ongoing suitability.