

## Area Manager – Ark Start

**Reporting to:** Headteacher

**Location:** Various locations (SE1, SW11, CR0, W11, W10)

**Contract:** Permanent

**Working Pattern:** Full-time

**Interviews:** Interviews will be arranged as suitable candidates are identified

**Salary:** Competitive

### About the role:

The area manager role at Ark Start is a leadership position focused on fostering excellence across a group of nurseries. This individual will play a crucial role in driving continuous improvement, ensuring compliance with regulatory standards, and enhancing the quality of early years education. Leading one specialised area of expertise—such as safeguarding or family engagement—the area manager will shape a positive culture that embodies Ark Start's values. They will build strong relationships with nursery managers, supporting their professional growth and tailoring Ark Start's approach to meet the unique needs of each nursery. Responsible for both operational excellence and quality assurance, this role includes overseeing Ofsted readiness, leading safeguarding as the Designated Safeguarding Lead (DSL), and acting as the Special Educational Needs Coordinator (SENCo) to ensure inclusive practices. Additionally, the area manager will coach and develop staff and build partnerships within the community to drive the success of the nurseries.

### Key Responsibilities:

#### **Operational Leadership**

Lead and develop one area of expertise (e.g. Inclusion, Safeguarding, Family Programme), driving continuous improvement across your region

Establish a strong and positive culture, setting consistent expectations and embodying Ark Start's values in all interactions

#### **Operational Excellence**

Line manage a region of nurseries, building a trusting relationship with nursery managers to support their development and ensure continuous improvement

Tailor the Ark Start approach to suit the unique context and developmental needs of each nursery, ensuring flexibility and adaptability

Oversee the implementation of Ark Start and statutory policies, including safeguarding, health and safety, first aid, and risk assessments

Identify and address strengths and weaknesses within the nurseries, implementing plans for improvement where necessary

#### **Quality Assurance**

Ensure nurseries are Ofsted-ready, leading inspections and ensuring compliance with regulatory standards

Serve as the Designated Safeguarding Lead for the region, managing safeguarding cases and ensuring adherence to Ark Start's safeguarding policy

Act as the Special Educational Needs Coordinator (SENCo) for the region, ensuring all necessary paperwork and provision are in place for children with additional needs

Oversee planning meetings and monitor curriculum implementation, supporting staff to deliver consistently excellent educational provision

### **Staff Development & Training**

Coach and mentor nursery managers and staff, fostering a culture of professional growth and continuous learning

Support managers in identifying training needs and facilitating ongoing professional development for all staff members

Ensure effective deployment of staff, meeting the needs of each nursery while considering staff skills and strengths

Assist apprentices in achieving their qualifications and provide support throughout their development

### **Financial & HR Management**

Meet financial targets for the nurseries in your region, monitoring budgets and resource allocation

Ensure compliance with HR policies and procedures, including recruitment, performance management, and employee relations

Identify staffing needs and gaps, working with the Headteacher of Ark Start, and wider team, to ensure effective workforce planning

### **Partnership & Community Engagement**

Build strong relationships with partner schools, local authorities, and external agencies to support the development and success of Ark Start nurseries

Lead the implementation and continuous development of the family programme, enhancing parent engagement and support

### **Person Specification:**

## Qualifications

- Qualified at level 3 or above; Level 6 desirable

## Knowledge, Skills and Experience

- Proven experience in leadership within an early year setting
- Experience and knowledge of early child development
- Sound knowledge of the legislation and guidelines of the EYFS and an excellent understanding of pedagogy, curriculum, and assessment
- Effective and systematic behaviour management

## Behaviours

- Genuine passion for and a belief in the potential of every child
- Commitment to the vision and ambition of Ark Start
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Excellent interpersonal, planning, and organisational skills
- Resilient, motivated, and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Skilled communicator who enjoys working with families
- Generous manager who can bring out the best in colleagues through coaching and support
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Able to travel within and outside London regularly
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*