Job Description

Job Title: Early years Sufficiency Planning & Organisation Officer	**Service Area**: Education Access and Sufficiency service	
Directorate: Children and Young People's Service	**Post Number:** 10028560	**Evaluation Number:** 7655
Grade: PO5	**Date last updated:** September 2026	

People at the heart of everything we do
We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff, and the Corporate Management Team.

Equality and diversity
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall purpose of Job

- To manage childcare sufficiency, ensuring the Local Authority meets its statutory duties for providing sufficient high-quality Early Years places to meet the needs of children and families in accordance with Sections 6 and 11 of the Childcare Act 2006.

- To lead the Newham's early years organisation process and provide operational advice/ guidance to heads of early years settings, maintained school nursery heads, and school headteachers in relation to new nursery provision including making prescribed alterations to early years provision, expansions, establishing new school-based nursery provisions and Change of Use applications, ensuring that the statutory process is met and complies with all legal requirements for childcare space and facilities.

- To take a lead role in the development of Newham's childcare development assessing supply and demand, and where necessary, lead the expansion of

the school-age childcare provision ensuring that it is accessible to children and families, including those with SEND.

- To have operational responsibility in ongoing DfE initiatives such as the School Based Nursery programme, Free Breakfast club taking forward and implementing this across the borough; ensuring statutory compliance by interpreting local priorities and statutory duties, providing guidance and advice to new and existing early years providers.

- To determine in liaison with the Early Years Providers the net capacity of settings in order to support the projection of places available against projected early years pupil numbers.

- To make significant contribution to the development of strategies, policies, and procedure for dealing with matters relating to the supply of Early Years places.

Job Summary

1. The post holder reports to the Education Sufficiency Group Manager

2. The post holder has no direct line management responsibility.

3. The post holder will have no budget responsibility. But they have co-responsibility with the Education Sufficiency Team for the delivery of accurate forecasts for the commissioning of early years capital project and monitoring of Early years Capital Grant.

4. The post holder will be required to work some evenings, weekends, and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:
Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To lead and coordinate Newham's annual Childcare Sufficiency Assessment, a statutory public document published by the Local Authority, which requires sign off by Councillors. This reports on the demand and supply of childcare in the borough, the identification of gaps and develop an action plan for issues arising from the annual review of childcare sufficiency. This includes analysis of demographic data, school and setting information, parent views and data on regeneration and housing developments. The work stream involves working collaboratively with senior managers, other departments across the Council, particularly the early years education and childcare team and requires the engagement and input of early education and childcare providers and parents' resident in Newham.

2. To liaise with the Early years education and childcare team to provide qualitative information and relevant data on which Early Years Providers are commissioned to deliver the EEE for 2-, 3- & 4-year-olds to support the annual review of childcare sufficiency.

3. In consultation with all relevant stakeholders, review the childcare sufficiency Action Plan and ensure solutions are implemented, regularly monitored, including regular reporting to the Place Planning overview group.

4. To collate, analyse and forecast data for termly/annual reviews of childcare sufficiency, including the supply and demand for childcare places, ward/planning area place pressures, trends of childcare placements across Newham, and enabling this to be integrated with overall 0-19 sufficiency place planning.

5. Working with the wider Education Sufficiency Team ensure development of policies/guidance relating to early years sufficiency and organisation, is made available for efficient collection, analysis, preparation of statistical data and that early years place planning projections include identified trends and provision for potential housing developments.

6. Lead the School-age childcare sufficiency project and transformation initiatives, to enhance Newham's capacity to support, monitor and drive inclusive, high quality before-school, after-school, and holiday childcare in Newham.

7. As a key part of commissioning, to survey parental satisfaction with the existing provision of places and their preferences for future provision, working creatively to ensure consultation is as wide ranging as possible.

8. The post holder will provide provision analysis reports in relation to early years place pressure and sufficiency providing professional and expert strategic, operational advice and guidance to heads of early years settings and maintained school nursery heads.

9. Work with HAF coordinators, the Early Years Education & Childcare team, schools and PVIs to understand local need, seek opportunities to maximise school-age childcare sufficiency, create avenues to share learning, best practice, resources and peer-to-peer support that embeds and supports a holistic, joined-up local strategy and sustainability of school-age childcare in Newham.

10. Identify cross overs in early years and HAF programme activities, map supply, and demand, reflecting this in the annual Newham's childcare sufficiency assessment report.

11. Engage with and provide support for schools delivering the government's free breakfast clubs programme, including early adopters and national rollout preparation by encouraging participation sharing promotional materials, and signposting to DfE support offer where available to ensure sustainability of provision, including, but not limited to, all providers that received wraparound programme funding, free breakfast club funding to ensure all programme outcomes are being achieved.

12. Plan and facilitate a range of workshops, focus groups marketing promotions and meetings as necessary to promote and expand more inclusive school-age provision, supporting schools and PVIs to work in partnership and/or in finding suitable space to integrate and deliver breakfast clubs, holiday childcare, and clubs.

13. Ensure that parents and carers have the information they need about the availability of school-age childcare in their area and support take up, particularly for children from disadvantaged backgrounds, enabling access to term time activities and holiday childcare including the financial support that is available to them.

14. Contribute to the LA's capacity surveys, financial monitoring, reporting and data returns on school age childcare capacity funding and HAF grant statement in accordance with the department for education school-age childcare guidance and statutory returns.

15. To work with EY Providers, Schools, and Asset Management to coordinate the successful delivery of early education capital projects such as the school-based nursery programme including contract management responsibilities for DfE capital projects, providing support in relation early years funding sources, options for expansions, monitoring of early years capital grant and delivery ensuring statutory returns to funders and DfE are accurate.

16. To provide guidance and support to Schools and Academies looking to make significant changes including making prescribed alterations to their early years provision, ensuring statutory processes are followed and necessary statutory consultation and Equality Impact Assessments are completed.

17. Provide regular updates to Children and Young People's Service senior leaders and school leaders on the LA's nursery establishment, school-age childcare delivery and capacity to ensure there is a common and collaborative approach to meeting local needs and supports long term sustainability

18. To demonstrate professional and personal integrity through a problem-solving and constructive approach, including when working with others in children's services (education), with colleagues across the council, with partner organisations and with service users

19. To keep up to date with the Statutory Guidance on Early Education and Childcare and Space Requirements for Early Years provisions.

20. To represent the education sufficiency team at early years network meetings in local, regional, and national events and forums

Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE:	
A clear understanding of Local Authority statutory duties and responsibilities in relation to childcare sufficiency and early years organisation.	Application, Interview, and Assessment
A good understanding of the political context and environment of local government.	Application, Interview, and Assessment
Specialist knowledge of the Statutory Guidance on Early Education and Childcare sector.	Application, Interview, and Assessment
EDUCATION/QUALIFICATIONS:	
Extensive experience and knowledge of Early Years sector	Application and Interview

Prince 2 or similar related project management qualification is desirable.	Application and Interview
SKILLS AND ABILITIES:	
Ability to form and maintain positive working relationships with a wide range of people within the organisation, with schools and external partners.	Application and Interview
Ability to understand, interpret and synthesise complex information and statutory regulations in a concise form.	Application and Interview
Very good ICT skills including advanced use of Microsoft Office systems.	Application and Interview
Ability to work methodically, with an eye for detail.	Application and Interview
Confident in presenting information and reports to a variety of audiences, including public speaking.	Application and Interview
Proven problem-solving skills.	Application and Interview
Tact and diplomacy.	Application and Interview
EXPERIENCE:	
Experience of working in the Early Years or Pupil Place Planning sector, working in a team and on their own initiative is essential.	Application and Interview
Significant experience of applying knowledge of government legislation and guidance regarding Early Years Organisation and place planning.	Application and Interview
Experience of early years forecasting, data aggregation, analysis and presentation of data to a variety of audiences.	Application and Interview
Experience of undertaking evidence-based research, producing briefing notes, options report and using these as the basis for recommendations.	Application and Interview
Experience of project management and	Application and Interview

managing stakeholders to achieve desired outcomes.	
PERSONAL STYLE AND BEHAVIOUR:	
Ability to work both independently and collaboratively to meet agreed strategic goals.	Application, Interview, and Assessment
Ability to think creatively.	Application, Interview, and Assessment
Ability to meet deadlines and manage own workload in a professional manner with a high level of accountability.	Application, Interview, and Assessment
Ability to identify potential team risks and bring these to the attention of the Education Sufficiency Group Manager working collaboratively in a solution focused way.	Application, Interview, and Assessment
OTHER SPECIAL REQUIREMENTS:	
Willingness and ability to work occasional evenings and weekends to maintain service delivery.	Application, Interview, and Assessment
This post is subject to a [standard/enhanced] DBS check.	Satisfactory clearance at conditional offer stage
This post is exempt from The Rehabilitation of Offenders Act (1974).	Application Form