

Barnet Education and Learning Service



Early Years Officer

Barnet Education & Learning Service (BELS)

Closing date: Friday 17th April 2026 at 11.59pm

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Welcome to Barnet Education & Learning Service (BELS)

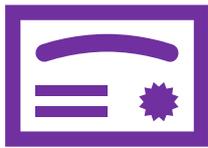
About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.



Department:
Education and Skills Services
Contact Officer:
Monika Ali Chowdhury
Email/Telephone:
Monika.alichowdhury@barnet.gov.uk
07801 989 362

Dear Applicant,

Post: Early Years Officer

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

Closing date for applications: 17/04/2026 at 11.59pm

Interview date: 28/04/2026

If you would like to discuss this position on an informal basis, please contact me at: monika.alichowdhury@barnet.gov.uk or call 07801 989 362.

I look forward to receiving an application from you.

Yours faithfully

Monika Ali Chowdhury
Early Years Strategic Lead for PVI's and Childminders
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: monika.alichowdhury@barnet.gov.uk
Tel: 07801 989 362

Job Title: Early Years Officer
Salary Grade Range: GLPC Pay Scale 29 - 32
Full Time Salary: £42,771 - £45,750 per annum
Working Hours: 5 days a week / 36 hrs per week (1 FTE)
Contract Type: Permanent, All Year Round
Expected Start date: With immediate effect

Barnet's Early Years provision is well respected and highly effective. We are seeking to appoint an additional Early Years Officer (1 FTE) to our expanding team from July 2026. You will be part of a creative and dedicated team supporting both Childminder and PVI settings to deliver their statutory duties and play a key role in maintaining and improving the quality of provision and outcomes across Barnet for our youngest children.

- You will be responsible for preparing and delivering high quality, inspiring training both centrally and in settings.
- You will undertake regular visits to Childminder and PVI settings to advise and consult on actions for improvement, to share best practice and summarise your visits in report form.
- It is essential that you have a minimum of 3 years' recent leadership experience within the EYFS and a full and valid driving licence.
- You will have recent experience of leading early years and a track record of improving the quality of provision and outcomes.
- You will be prepared to work flexibly within the team to achieve our shared objectives and provide the challenge and support needed.
- We are looking for an enthusiastic, creative and motivated early years officer, who will confidently work with Childminders and managers of PVI settings, as well as practitioners and the wider BELS Team.
- You will be well supported by a team of experienced advisors and will find Barnet Early Years a welcoming community.

This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to schools and settings.

Successful candidates will be joining a creative and highly skilled team that is well-regarded and valued by schools and services across Barnet. You will benefit from a supportive senior leadership team committed to promoting the wellbeing of staff and work-life balance, ongoing training and development.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

For more information about our team, you can view our page here: [belsearlyyears.uk](https://www.bels.org.uk)

For an informal discussion about the post, please contact:

Monika Ali Chowdhury

monika.alichowdhury@barnet.gov.uk

07801 989 362

Closing date for applications: 17/04/2026 at 11.59pm

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Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

Section A: Specific Role Profile

1. Purpose of Job:

To work with colleagues in the Early Years Standards Team, under the direction and management of the Early Years Strategic Lead for PVI's and Childminders, to promote the development of high-quality care and education across childminders and settings in the Local Authority (LA), in line with the requirements of the Early Years Foundation Stage.

The role involves collaboration with a range of early years providers, with candidates expected to show flexibility and a dedicated commitment to understanding the standards and early years frameworks specific to each.

The role focuses on quality improvement, compliance monitoring, and professional development initiatives including tailored support before and after Ofsted inspections.

To ensure that Ofsted registered providers including childminders are meeting statutory Department for Education (DfE) requirements, particularly those set out in the Early Years Foundation Stage (EYFS) framework .

2. Key accountabilities:

- Collaborate effectively with childminders and/or managers within allocated EY provisions, in their development to improve provision and outcomes for children across all areas of learning in keeping with the aims and principles of the Early Years Foundation Stage.
- To ensure that Ofsted registered childminders and/or PVI settings continue to improve and that they are judged Expected Standard or above.
- To ensure the provision of timely, targeted focussed intervention and support to Ofsted registered childminders and/or PVI settings, rated as Needs Attention or below and to get them back to good as soon as possible.
- To organise a system of regular visits to allocated Ofsted registered childminders and/or PVI settings and work with early years practitioners to audit, develop, implement and evaluate practice in the Early Years Foundation Stage including support in producing action plans for improvement.
- To research, plan and deliver training on effective EYFS with a particular focus on improving practice and outcomes for children in the Foundation Stage.
- To provide bespoke advice, support and training, including modelling best practice, on all aspects of EYFS in allocated Ofsted registered childminders and/or PVI settings and centrally.
- Plan, deliver, and evaluate continuous professional development (CPD) and networking opportunities for childminders including briefings, workshops, pre-registration information sessions and forums.
- To support Ofsted registered childminders and/or PVI settings in preparation for an OFSTED inspection, supporting them with their self-evaluation, action planning and its implementation following the inspection.
- To work in partnership with colleagues across BELS Education, Children's Service and other agencies concerned with effective EYFS provision within the Local Authority (e.g. SEND Advisory Team, Brokerage Team, Children's

Centres and Health Partners) to ensure that settings and children receive effective, coherent and co-ordinated support.

- To support liaison between the maintained and non-maintained sectors through Early Years' Network meetings and other means.
- Support the running of Early Years' Network meetings to support the sharing of good practice and address issues specific to each network.
- Participate in outreach and engagement with childminder community groups to promote and embed high-quality early years practice and provision.
- Support effective transition practice across the EYFS and into Key Stage One.
- Complete clear reports following visits which outline strengths, areas for development and points for action as required.
- Complete documentation in relation to diary management, monitoring and evaluation and preparation for performance management.
- Follow BELs protocols for safeguarding and implement relevant reporting arrangements.
- Have a sound knowledge and understanding of safeguarding procedures, taking responsibility for promoting and safeguarding the welfare of children you come into contact with.
- To be responsible for maintaining a high level of personal CPD to ensure that current guidance and good practice is reflected and disseminated to EY providers.
- Attend relevant meetings of the service and contribute, where relevant, to the development, monitoring and implementation of the Early Years Standards Team Strategy and the delivery of KPIs.

3. Promotion of Corporate Values

- Ensure standards of customer care are met in accordance with the Council's Statement of Values. To be aware of the Corporate Plan and how it affects the section. Ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

- In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specially referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

5. The Council's Commitment to Equality

- To deliver Barnet council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the council delivers.
- In keeping with this commitment, the postholder will undertake to promote fairness, openness and respect for all in the workplace and in service delivery. This will include monitoring referrals and seeking to reduce any inequalities and promoting cultural competence and cultural responsiveness of staff.

Section B: Person Specification

Post Requirements	Essential / Desirable	Criteria	Assessed from:
Experience relevant to post	E.1	A minimum of 3 years' recent leadership experience within the EYFS (birth to 5 years).	A, I, R
	E.2	Recent substantial experience of teaching in the Early Years Foundation Stage	A, I, R
	E.3	Experience of observing and evaluating the quality of interactions between practitioners and children and providing feedback	A, I, R
	E.4	Successful experience of partnership working with early years providers, schools and parents	A, I, R
	E.5	Experience of successfully managing developments in the early years	A, I, R
	D.1	Skilled in engaging diverse communities and audiences	A, I, R
Competencies and Special aptitudes	E.6	Strong interpersonal skills to provide both support and challenge to providers including childminders, practitioners, leaders and managers	A, I, R
	E.7	Handles difficult conversations with confidence and sensitivity, using sound judgment even in challenging situations.	A, I, R
	E.8	Effective presentation skills, particularly in relation to in-service training	A, I
	E.9	Confidence in organising and delivering professional development in a variety of settings and contexts	A, I, R
	E.10	Good communication skills, both written and oral	A, I, R
	E.11	Ability to analyse and evaluate professional development needs	A, I, R
	E.12	Ability to work effectively and collaboratively as part of a team to achieve required outcomes	A, I, R
	E.13	Good management of own workload and time	A, I, R
	E.14	Excellent negotiating, problem solving, influencing and supporting skills	A, I, R
	E.15	The ability to support, motivate and challenge others	A, I, R
E.16	Flexible approach to suit different settings and the communities they serve	A, I, R	

Post Requirements	Essential / Desirable	Criteria	Assessed from:
	E.17	Experienced at the analysis of data to inform and improve outcomes	A, I, R
	D2	Confident using a range of ICT packages and communication tools to present in personal, training and teaching contexts	A, I
Knowledge relevant to job	E.18	Comprehensive knowledge and understanding of the: • Early Years Foundation Stage (EYFS) Statutory Frameworks- <i>both Childminders and group and school-based providers</i> • Ofsted Early Years Inspection toolkits	A, I, R
	E.19	Excellent knowledge and understanding of a range of effective early years pedagogy	A, I, R
	E.20	Knowledge and understanding of local and national initiatives in the early years	A, I
	E.21	Good understanding of broader primary, cross phase and partnership contexts	A, I
	E.22	Understanding of management and development issues related to EY Providers	A, I
Education and Training	E.23	At least a Level 3 or equivalent in a qualification related to the Early Years Foundation Stage	A, certificates
	E.24	Evidence of a strong commitment to ongoing professional development.	A, R
	E.25	Understanding of management and development issues related to schools and settings	A, I
Special job requirements	E.26	A flexible approach to working hours and willingness to work occasional evenings and weekends	A, I
	E.27	A full driving licence and willingness to use own car for business	A
	E.28	Ability to work independently and co-operatively and meet required deadlines	I, R
Commitment to BELS aims and values	E.29	Commitment to promoting and implementing the BELS Equal Opportunities and Safeguarding Policy	A, I
Key: E = Essential D = Desirable		Key: A= Application Form I = Interview R = References	

Compiled/Reviewed by	Monika Ali Chowdhury
Date	February 2026

Key Details

Reporting to: Monika Ali Chowdhury

Contract: 5 days a week / 36 hrs per week (1 FTE) Permanent, All Year Round

Salary: £42,771 - £45,750 per annum

Location: Colindale

Annual Leave

Your annual leave is based on the grade and years of continuous service. Upon their start, employees will be entitled to **27** days plus 8 Bank Holidays per annum – pro-rated for part timers and this would increase with service up to **30** days.

Flexible and Hybrid Working

This is a full-time post with commitment to flexible and hybrid working.

Voluntary Pension Scheme – Non-Teachers

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

Please note:

“BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

Application Process

Closing date for applications: 17/04/2026 at 11.59pm

Interview date: 28/04/2026

Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#) .

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

It is important that you complete ALL sections of the application form.

Next Steps

If you are selected for interview, we will contact you by email and/or text message.