

Early Years Sufficiency Officer Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Early Years Sufficiency role within Sefton Council's Early Years and Family Hubs team, supporting our Best Start in Life Agenda.

Sefton Early Years Service is seeking an enthusiastic, motivated and forward-thinking **Early Years Sufficiency Officer** to play a vital role in ensuring that children, young people and families can access high-quality childcare where and when they need it.

This is an exciting opportunity to influence childcare planning and development across Sefton, working with schools, early years providers, parents, community organisations and partner agencies to ensure sufficient, sustainable and inclusive childcare provision is available for all children, including those with SEND and vulnerable families.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!
Jen Teasdale
Early Years Service Manager



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also

achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.



As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.

- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.



- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

This is an exciting opportunity to play a key role in shaping and developing high-quality, sustainable childcare and early education provision across Sefton. Working alongside the Early Years Partnership and Projects Co-ordinator, the postholder will support the Council in fulfilling its statutory responsibilities under the Childcare Act 2006, ensuring there are sufficient childcare places available to meet the needs of children, young people and families across the borough.

The role involves working collaboratively with schools, childcare providers, parents and carers, and a wide range of partners both within and outside the Council to understand current and future demand for childcare places. Through effective analysis of local need, market intelligence and demographic information, the postholder will contribute to place planning, commissioning activity and the development of both universal and specialist

provision for children and young people aged 0-19, and up to 25 for those with Special Educational Needs and Disabilities (SEND).

A key aspect of the role is supporting the creation, growth and sustainability of childcare provision across the maintained, private, voluntary and independent sectors. The postholder will identify opportunities for innovation, expansion and service development, helping to ensure families can access the right childcare provision at the right time. They will also lead on the development and implementation of strategic approaches to strengthen the childcare market and support providers to build sustainable, high-quality services.

Working closely with current and prospective childcare providers, the postholder will ensure access to effective business support, guidance and information. This will include developing and sharing resources, advice and communications through a variety of channels to support the establishment, growth and sustainability of childcare provision across Sefton.

The role requires a strong commitment to relationship-based and systemic practice. The postholder will work within a framework that recognises the importance of family relationships, communities, culture and wider social contexts in influencing outcomes for children and families. They will use curiosity, analysis and professional judgement to understand patterns, relationships and emerging needs, while valuing and integrating the perspectives of children, families, practitioners and partner agencies.

The successful candidate will be committed to promoting equity and inclusion, recognising the impact of poverty, discrimination, inequality and access to resources on children and families. They will contribute to a culture of learning, reflection and continuous improvement, working collaboratively with colleagues and partners to achieve the best possible outcomes for children, young people and families across Sefton.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Sunday 8th November 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Monday 9th November 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Department: Children's Services
locality delivery points

Location: Agile within

Division: Education Excellence
A5320

Job Evaluation Number:

Section: Early Years Team
Officer

Post: Early Years Sufficiency

Grade: G

Responsible To: Early Years Partnership and Projects Co-Ordinator

JOB PURPOSE

Support the Early Years Partnership and projects Co-ordinator in ensuring the council meets its duties under the Childcare Act 2006; including securing sufficient childcare places for children and young people to meet demand across Sefton.

Work closely with schools, providers, parents/carers and colleagues, within and external to the council, to establish and maintain an overview of demand across Sefton.

Contribute to the place planning and development of universal and specialist childcare places for children and young people aged 0-19 (up to 25 with SEND), using needs and market analysis approaches and commissioning.

Work with internal and external colleagues, early years education and childcare providers and schools across the maintained, private and voluntary and community sector to secure sufficient early education and childcare places.

Identify new opportunities for innovation and the development of provision to meet a range of needs.

Ensure the appropriate provision of business support is available to prospective and current providers of childcare across the maintained and private, voluntary and independent sector.

Leading on the development of a strategic business model to support the establishment of sustainable childcare across the statutory, private, voluntary and independent sectors.

Ensure that an appropriate range and quality information about delivering childcare is available to providers and prospective providers; utilising a range of mediums.

Work within a systemic, relationship-based practice framework, recognising the interaction between family relationships, social networks, culture, community, professional systems and wider social contexts in shaping experiences and supporting sustainable change.

Apply curiosity and systemic thinking to understand patterns of interaction, relationships, beliefs, culture, power and environmental influences, and how these affect behaviour, meaning-making and family functioning.

Seek, value and integrate multiple perspectives, recognising that children, families, practitioners and partner agencies may understand situations differently.

Recognise and respond to the impact of power, inequality, discrimination and access to resources on children, young people and families, considering how these factors influence experiences and outcomes.

Contribute to a culture of reflection, learning and professional curiosity, using supervision, collaboration and feedback to continuously develop understanding and improve practice.

MAIN DUTIES

Childcare Commissioning Support

- Contribute to the development and implementation of the Council's Childcare Sufficiency Assessment (CSA) Action Plan, ensuring progress on key actions and that mechanisms are in place for reporting on progress.
- Develop and implement a strategic plan for the management of the childcare market, tracking supply, demand and vacancies and supporting the development of sustainable childcare across all sectors.
- Work with colleagues and key stakeholders in the development of needs led childcare across Sefton.
- Maintain mechanisms and processes for the tracking, monitoring and assessment of demand, take up and delivery of childcare – particularly amongst the most disadvantaged groups of children and young people.
- Implement an agreed model for business support and advice to childcare providers and prospective providers
- Establish and maintain consultative mechanisms that will engage parents and all key stakeholders and inform place planning and development.
- Work in collaboration Early Years Quality team to develop and implement measures to ensure that commissioned or newly developed childcare meets Ofsted's standards and Sefton's Early Years Health Check.
- Keeping up to date with national and local development that may affect policy and procedure and require the implementation of changes within the service.

**Administration**

- Monitor and review contracts for commissioned targeted childcare places within maintained, private, voluntary and independent sector providers.
- Monitor the sufficiency of provision across Sefton, ensuring that any gaps in provision are highlighted and identifying priority areas for action.
- Provide appropriate information, advice and guidance to colleagues in other parts of the service on the availability of childcare within Sefton, particularly for looked after children, children subject to a plan, children in need, children with a disability and/or special educational needs
- Produce information for the Family Information Service; including information for parents wanting to find out about the availability of a wide range of childcare in their area.
- Prepare reports and documents suitable for a diverse audience.

Additional financial assurance and compliance responsibilities:

- Undertake financial assurance and compliance activity across maintained, private, voluntary and independent (PVI) providers and schools, including the completion of financial audits in line with local authority processes.
- Analyse audit findings and identify any areas of non-compliance with statutory guidance, funding conditions or local agreements.
- Engage in professional dialogue with providers and schools to address audit findings, including where practice does not align with statutory requirements or where concerns have been raised by parents/carers.
- Provide clear advice, challenge and support to ensure that required actions are understood and implemented to secure compliance and safeguard public funding.
- Escalate significant concerns or risks appropriately in line with council procedures and statutory duties, including the Early Years Foundation Stage (EYFS) and childcare funding guidance.

Business Support

- Co-ordinate and respond to prospective childcare providers expressing an interest in developing provision within Sefton.
- Establish and maintain consultative mechanisms that will engage all key stakeholders and inform place planning and business development approaches across Sefton.
- Ensure that commissioned or newly developed childcare meets Sefton standards for quality requirement under Sections 2 and 3 of the Childcare Act 2006.
- Liaise with Finance Team to ensure that contracts with childcare providers are regularly monitored.
- Implement systems to map the range and spread of provision across Sefton.



- Contribute to the service overview of demand and take up of places, ensuring that the advice and guidance provided to prospective providers is informed by robust intelligence about needs and demand data.
- Contribute to sufficiency mapping and planning; including the collation of information about the cost and affordability of childcare fees across the sector.
- Provide appropriate information, advice and guidance to colleagues, providers, prospective providers and other agencies/service on the availability of childcare.
- Prepare reports and documents suitable for a diverse audience.
- Be responsible for keeping up to date with national and local development which may affect policy and procedure and require the implementation of changes within the service

SPECIAL CONDITIONS

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](https://www.gov.uk/dbs).

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.



Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Prepared by: **Name:** Jen Teasdale

Designation: Early Years Service Manager

Date: September 2026



PERSON SPECIFICATION

Post: Early Years Sufficiency Officer

Department: Children's Services

Division: Education Excellence

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Educated at GCSE level with proven good Literacy and Numeracy	E	AF/I
NVQ/Level 3 or equivalent in Early Years/Early Education	E	AF/I
<i>EXPERIENCE</i>		
A minimum of 3 years' experience of working the childcare sector and child development.	E	AF/I
Sound knowledge and experience of providing business support	E	AF/I
Knowledge of current relevant legislation to the childcare sector	E	AF/I
Knowledge of business planning tools and processes	E	AF/I
Working knowledge of Early Years, Childcare and out of school sectors	E	AF/I
Understanding of the diverse needs of parents/carers requiring childcare; including SEN and working with vulnerable families	E	AF/I
Strong understanding of safeguarding and health and safety	E	AF/I
A full understanding of the statutory and practice guidance of Early Years Foundation Stage, Ofsted standards for the delivery of childcare and out of school provision and associated Inspection Frameworks	E	AF/I
Demonstrable experience and knowledge of building positive relationships with both new and existing childcare providers across maintained, private, independent, and voluntary sectors	E	AF/I



Experience of project management and the development and implementation of strategic plans	D	AF/I
Developed understanding of systemic practice and its application within Children's Services and family support.	E	AF/I
Ability to promote, model and embed systemic and relational practice across a team	E	AF/I
Ability to facilitate reflective discussions that explore relationships, patterns, meaning and differing perspectives	E	AF/I
Experience of using reflective supervision and systemic approaches to improve practice quality	D	AF/I
Experience of supporting learning, reflection and practice development within teams.		
<i>SKILLS/KNOWLEDGE/APTITUDE</i>	E	AF/I
Excellent oral and written communication skills	E	AF/I
Strong planning and organisational skills	E	AF/I
Ability to work well in teams and effectively across organisational boundaries	E	AF/I
Ability to work independently and use own initiative	E	AF/I
Able to manage own workload and meet deadlines	E	AF/I
Able to review, analyse and interpret financial information	E	AF/I
Demonstrates curiosity, openness and a commitment to reflective practice and continuous learning, including awareness of how power, difference, culture, inequality and oppression may influence experiences, relationships and outcomes	E	AF/I
<i>SPECIAL REQUIREMENTS</i>		
This position requires the post holder to undergo an Enhanced DBS (disclosure and barring service) check.	E	AF/C



AF = Application Form