Job specification

Early Years Regulatory Inspector

- Salary £56,507 rising to £62,039 post probation
- Civil Service Pension Scheme
- Annual leave 32.5 days + 8 bank holidays

Section 1: Introduction

About Ofsted

Ofsted's role is to raise standards and improve the lives of children, young people, and learners through intelligent, responsible, and focused inspection and regulation.

We inspect and regulate services that provide care and inspect education and skills training. Every week, we conduct hundreds of inspections and regulatory visits and publish the results. We also report on standards across the country and are accountable directly to Parliament as a non-ministerial department.

Our inspections are independent and impartial, and we work on behalf of children and their families. Our values are professionalism, empathy, courtesy, and respect.

It is the responsibility of all Ofsted employees to ensure the safeguarding of children and students is paramount and always lead by example.

Diversity

Ofsted is committed to equality, diversity and inclusion. We are always looking to recruit candidates from varied backgrounds and differing experiences.

We are proud to be a Disability Confident – Leader. We continually engage with our staff networks for protected characteristics, and highlight the work of our Equalities, Diversity and Inclusion (EDI) Workforce Group. Our selection processes are fair, impartial and consistent for all candidates. We make our appointments on merit.

Section 2: Job description

Early Years Inspection team

Reporting to an Early Years Senior Officer, Early Years Regulatory Inspectors are responsible for effective and consistent registration, inspection, and regulatory work with providers, including where Ofsted receives concerns and notifications. They are responsible for taking enforcement action where there is evidence of non-compliance with regulations to ensure children are effectively safeguarded.

About the role

Early Years Regulatory Inspectors manage inspection, regulation, and registration visits across a range of early years settings and services, in accordance with Ofsted's frameworks to ensure that only the best providers are registered and are compliant with all regulations.

They gather robust evidence to determine whether a provider continues to meet registration requirements and if provision is of a high enough quality. Where necessary, they use rigorous inspection activity and/or regulatory action to drive improvement, ensuring that the safeguarding and welfare of children is at the core of all activities.

Key responsibilities

This is an overview of the role and is not exhaustive. Ofsted may assign other duties appropriate to the B1 Inspector grade as needed.

- Plan and undertake inspections, registrations, and regulatory visits to childcare providers.
- Gather, analyse, and use evidence to evaluate the extent to which providers are meeting requirements, ensuring that the wellbeing of children and young people are at the core of all activities. Where necessary, challenge providers by setting clear expectations of what high-quality practice looks like to bring about improvement through our inspection and regulatory activities.
- Produce accurate and appropriately evidenced reports which have transparent judgements based on sound evidence. Provide clear recommendations for improvement where necessary and assess safeguarding practice.
- Take appropriate action with underperforming providers, recognising and evidencing poor or unsafe practice, including that relating to the management of safeguarding issues.
- Support and contribute to the development of policy, frameworks, guidance, and learning resources by sharing best practice and lessons learned to inform inspection practice.

- Chair review meetings, objection panels, and other case discussions, presenting consistent and robust recommendations for action.

- Represent Ofsted at a variety of external meetings, including allegation management meetings, working with external agencies as appropriate.

- Prepare and deliver legal notices and represent Ofsted at legal proceedings including tribunals and Magistrate's Court hearings.

- Prepare briefings for the Early Years Senior Officer as required (Serious Incident Alerts, official correspondence) and provide advice and support to the wider workforce (in-house or outsourced) in relation to regulatory and compliance issues.

- Undertake quality assurance activities in line with regional priorities.

- Undertake investigations into complaints raised about Ofsted's work.

Section 3: Person specification

Profile	Essential/ desirable	Tested by
Qualifications A degree or equivalent experience.	Essential	Application
Experience A proven record of securing better outcomes for young children in early years settings.	Essential	Application/ Assessment/ Interview
Technical Extensive knowledge of child development, safeguarding and early years, including child protection processes and procedures. An excellent understanding of the *Statutory Framework for the Early Years Foundation Stage* and other childcare regulation, including a wide knowledge of practice and legislation. An ongoing awareness of the current developments in area of expertise.	Essential	Application/ Assessment/ Interview
Ability Able to communicate effectively in writing, demonstrating clarity and influence. Expresses judgements precisely and persuasively.	Essential	Application/ Assessment

Behaviour - Leadership Demonstrates a strong focus on always improving outcomes for children and young people. Ensures colleagues and providers have a clear understanding of objectives, activities, and timeframes. Considers the impacts of own and teams' activities on providers. Considers different individual needs, views, and ideas, championing inclusion and equality of opportunity for all. Effectively manages conflict, misconduct, and non-inclusive behaviour, raising with senior managers where appropriate.	Essential	Assessment/ Interview
Behaviour – Communication and influencing Communicates in a straightforward, honest, and engaging manner. Shares information as appropriate and checks understanding. Ensures communication has a clear purpose and considers people's individual needs. Communicates important messages with colleagues and providers with respect, clarity, and conviction.	Essential	Assessment/ Interview

Behaviour - Making effective decisions Understands own level of responsibility to make decisions where appropriate. Analyses and uses a range of relevant, credible information from internal and external sources to support well-reasoned, justifiable decisions. Invites challenge and involves others in decision making, where appropriate. Displays confidence when making difficult decisions, even if they prove to be unpopular. Presents outcomes and recommendations in a timely manner, outlining consideration of the benefits and risks.	Essential	Assessment/ Interview
Behaviour - Delivering at pace Promotes a culture of following the appropriate procedures to ensure results are delivered on time and to a high standard. Acts promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Complies with legal and regulatory requirements. Demonstrates resilience, maintains own levels of performance in all circumstances. Independent and forward-thinking, escalating or consulting with others as appropriate.	Essential	Assessment/ Interview
Safeguarding Ensure the safeguarding of children and students is paramount and always lead by example.	Essential	Assessment/ Interview

Section 4: Terms and conditions

Job title:	Early Years Regulatory Inspector
Grade:	B1 Inspector (Civil Service equivalent SEO)
Salary:	£56,507 per annum. Rising to £62,039 per annum on successful completion of probation (typically six months). Performance-related pay awards are also available for outstanding achievement.
Pension:	Alongside your salary, Ofsted contributes up to 30.3% towards you being a member of the Civil Service Pension Scheme.
Allowances:	Inspectors receive a home-based working allowance of £510 per annum (£312 of this is tax free). Inspectors may also apply for a vehicle user allowance of £370 per annum if they use their personal vehicle as their primary mode of transport when travelling on Ofsted business.
Location:	Home-based
Basis:	Permanent
Hours:	Full-time Inspectors must be able to work flexibly to meet the needs of the business and the availability of providers. This may include some evening or very occasional weekend work. For example, to meet with providers and children and young people in the evening or during the weekend.
DBS check:	Ofsted have identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children and give you access to material or sensitive information about children.
Travel:	This role requires regular travel to provider sites, including some overnight stays. Inspectors are reimbursed for expenses incurred in the line of business, in accordance with Ofsted's Business Expenses Policy.

Section 5: Safer recruitment

Our commitment

We put children and learners' wellbeing at the heart of everything that we do. We do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks. We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable to work for Ofsted.

All roles require the following:

- We will confirm your identity by sight of original official documents such as a birth certificate and photo identification such as a passport.
- We will ask you to supply original documents relating to all professional qualifications required for the role.
- We will document your full employment and education history since leaving secondary education. The selection panel will scrutinise all gaps in employment and education history to ensure there are no causes for concern.
- We will request at least two references covering at least the last three years. We will verify the identity of all referees. We will ask them to comment on your suitability for the role you are applying for.
- We will consult any relevant records we hold which may provide information on your suitability.
- We reserve the right to take account of your presence in both public and social media in our selection decisions.
- We will ask you to provide details of any criminal history as appropriate. We will provide guidance to help you understand what you must declare and when.
- Throughout selection, including at interview, the panel will probe your values and motivation for working with Ofsted.

At all stages, we will treat information you provide us with in confidence and in full accordance with legal requirements. We will state where roles require a Disclosure and Barring Service check in the job specification.

You do not have to consent to these checks. But if you withhold or revoke consent at any stage, we will be unable to proceed with your application. Ofsted expects all its employees to understand their duties and responsibilities in relation to safeguarding children and young people. This is continually assessed through probation and day-to-day performance management. You can find out more about Ofsted's approach to safeguarding by reading our Safeguarding Policy.