



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Early Years Funding and Business Support Officer – Apprenticeship	Role Profile Number: P/A
Grade: Apprenticeship	Date Prepared: August 2022
Directorate/Group: Education	Reporting to: Early Years Sufficiency Officer
Structure Chart attached:	Yes

Job Purpose

- The purpose of the role is work across the Early Years Team supporting day to day functions of the team including admin duties, funding support to early years providers and support with early years training.

Key Accountabilities

- To support early years providers to complete eligibility checking for the 30 hours free childcare.
- Keep up to date with changes to policy relating to early years funding, as supported by line manager.
- Support the early year's team to ensure the Council's statutory duty is met by maximising the take up of funded places.
- To use a database (Capita One) on a daily basis to administer the confirmation of funded places.
- To ensure all emails and contact in to the early years team is dealt with efficiently.
- To work constructively and positively across the Council and beyond for the benefit of customers, in particular, early years providers and schools, including pupils and staff.
- Support the early years funding team to make financial payments to registered providers for the delivery of early years funded places.
- To communicate with providers regarding aspects of early years funding. Supporting providers to understand the process for accessing early years funding. Act professionally; representing the Council to ensure the process is effective and easy to use so to ensure it isn't as a barrier to providers accepting funded children.
- Support the early years funding team with administration of the annual programme of contract monitoring with providers to ensure compliance of funding, meeting the Council's statutory duty towards securing early years provision free of charge to families.
- To support with the annual Early Years census to ensure correct funding is allocated, monitored and

Clarity of Intention

- Clear and effective communicator
- Is purposeful and makes decisions

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	