

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

- all legal requirements are adhered to.
- To manage password resets for the early years provider portal to ensure early years providers have continual access to submit early years funding data.
- Ad hoc admin tasks as required by the Early Years Team to include collation of data, sending and responding to emails and general administrative duties.

Supplementary Accountabilities

- Occasional need to attend meetings outside normal working hours
- · Ability to travel across the Borough for meetings

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Understanding of large-scale databases
- Good verbal and written communications skills
- Ability to deal with queries from public, providers and other agencies
- Ability to work on own initiative and as part of a team
- Ability to prioritise work

Qualifications

Job Scope	Budget Holder	No
Number and types of jobs managed None	Responsibility	
Typical tasks supervised/allocated to others None		
	Asset Responsibility:	

<u>Contacts and Relationships</u> (how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Stakeholders will include:
- Parents
- Education Providers including schools and early years settings
- Wider education commissioning team
- HMRC support team
- Keeping a positive outlook and using challenges as personal growth

Clarity of Intentio	n
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- Clear and effective communicator
- Is purposeful and makes decisions

<u>Other Key Features of the role</u> (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:	