



Role Profile

Job Title: Early Years Business Support – Apprentice	Role Profile Number: P/A
Grade: Apprenticeship Salary:	Date Prepared: August 2022
Directorate/Group: Education	Reporting to: Early Years Lead Inclusion Officer
Structure Chart attached:	No

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

- Admin tasks as required by the Early Years Team to include collation of data, sending and responding to emails and general administrative duties. This will include administration around early years training, e.g. venue bookings, managing delegate bookings.
- 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.

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:

- Good organizational skills
- Ability to be flexible and work to deadlines
- 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

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • None <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • None 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.</p>
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Contacts and Relationships *(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

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)

- This role is likely to involve some hybrid working.

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