

Job Title: Early Years Business Support Apprentice	Role Profile Number: N/A
Grade: Apprentice Salary:	Date Prepared: February 2020
Directorate/Group: Children's/Education	Reporting to: Funding Operations Manager
Structure Chart attached:	

Job Purpose

- The purpose of the role is work across the early years and childcare team to support policy delivery, helping to ensure Council statutory duties are met

Key Accountabilities

- With support from the wider Early Years and Childcare team develop an in depth understanding of early years funding and childcare policy and funding entitlements across the age ranges, keeping up to date with policy changes and how this may impact the childcare market in Swindon.
- To use Capita One on a daily basis to administer applications for funding; to verify through security checks and sometimes further investigations a child's eligibility status and parental responsibility before proceeding with application. Verify through the HMRC and DWP eligibility checking service families eligibility for early years funding.
- Administer the back office functionality to approve changes to provider information within the Self Update Provider Portal.
- To have an understanding of the early years funding payments processes to respond to queries and support the wider team to generate payments
- Data conflict management within Capita One, to ensure data is imported in a timely manner in order for payment deadlines to be met.
- Raise invoices and payment schedules as required
- Administer applications for Inclusion Funding and High Needs Funding

- 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.
- To work across all aspects of the remit of the Early Years and Childcare service as required and to be flexible in terms of supporting all staff and customers in all aspects of the work of the service

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

- NVQ Level 2 (or equivalent) English, Maths and IT

Decision Making

- Making decisions regarding how to interpret and best summarise information gathered.
- Can actively identify and introduce improvements linked to areas of accountability.
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations.

Creativity and Innovation

- Ability to present information in a variety of ways.
- Is able to both support and challenge in order to help improve perceptions and bring about improvements.
- Flexibility to meet the varying demands of the role.

<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"> • N/A 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</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)

This role will involve:

- Contact with Members, senior managers within SBC and the wider partnership including education and childcare providers and finance colleagues through meetings and project groups to ensure agreement of strategies and approaches. For example direct contact with Head teachers, senior management team within private providers and business managers.
- The role will involve working with HMRC, DfE, Ofsted and other Local Authorities on a National and Regional basis.
- The role will involve work with local families through focus groups, meetings and events.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- Requires use of IT, for example, word processing, report writing, e-mail.
- Requires access to mobile phone and computer/laptop (provided for work use)
- Involves lone working and travel.

- Enhanced DBS check will be essential.
- Requirement to work across wider Children's Services directorate as appropriate

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