Job Title: Early Years Funding and Childcare Sector Support Officer

Job number: NRTHNJC0008

Grade: NNBAND03

Overall purpose of the job

1. To provide an effective, timely Early Years Sector Support Service to the childcare sector in North Northamptonshire.
2. To support the Early Years Funding Lead to ensure the Service is statutorily compliant.

Main accountabilities

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1.	To provide a comprehensive and confidential range of effective, timely and transparent Sector Support to the Early Years childcare Sector and Schools.
2.	To co-ordinate and manage service processes, procedures, documentation, and systems to include service mailboxes, ad-hoc telephone services and customer requests.
3.	To support and assist the team to complete Service tasks including sector information sessions, sector support, sector funding support and training.
4.	To support the funding payments process by checking claims made by settings and cross-referencing age eligibility and data accuracy for all Government Funding Streams
5.	To respond to statutory requests for data including but not exhaustive of OFSTED, Independent Schools Inspectorate, Department for Work and Pensions (DWP), the Department for Education (DfE), Childcare Choices and Her Majesty Revenue and Customs (HMRC) ensuring approval by the Early Years Funding Lead is sought.
6.	To support the Childcare Sufficiency and Compliance Officers with the planning, monitoring and organisation of the Childcare audit process
7.	To ensure the Early Years Childcare Sector web pages and web sites are up to date, linking in with existing sites to provide accurate, timely information
8.	To liaise with the Childcare Sector where required to ensure that the Service maintain accurate records and consent in accordance with GDPR.

9.	To work closely with and jointly with other colleagues as required to ensure the continuity of support for the Early Years childcare sector and undertake any other required tasks as appropriate to the role to meet the needs of the business.
10.	Carry out any other duties which fall within the needs of the Early Years Service

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Educated to GSCE level or equivalent professional qualification	Maths and English grade C or above	E
Business Administration qualification	Business Administration Level 3/4	D

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		E
	Knowledge of working within a local government setting and key partners.	E
	Knowledge of Children's Services and Service statutory duties.	E
	Substantial experience of working in a Business Support capacity as an individual as well as part of a team.	E
	Knowledge and understanding of GDPR, data management regulations and Safeguarding duties.	E
Skills		
	Excellent numeracy, analytical, interpretive attention to detail. Ability to summarise complex information effectively.	E
	Fully competent in the use of IT systems to include Microsoft packages.	E
	Ability to communicate effectively both verbally and in writing across a myriad of channels to include minute taking.	E
	In depth ability to create, design and analyse survey data and information.	E
	Ability to organise own workload and meet set deadlines and targets.	E
Experience		

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	Experience of establishing strong working relationships across internal and external partners.	E
	Experience of reporting on decision making panels, boards, meetings and subsequent admin tasks including minute taking.	E
	Experience of organising and coordinating training sessions utilising all communication tools available.	E
	Ability to travel to different locations	E

Disclosure level

What disclosure level is required for this post?	None	
	Enhanced X	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible **X**	Field	Home