

Job Description

Job Title: Early Years and Childcare Business and Governance Adviser

Grade: S02

Directorate: Education

Service: Early Years, Childcare and School Readiness

Reports to: Lead Early Years and Childcare Business and Governance Adviser

Overall purpose of the job

To provide business and governance intervention and improvement support to registered childcare providers to enable them to meet their statutory duty according to the Early Years Foundation Stage.

To develop and deliver business and governance training to registered childcare providers to improve their knowledge and understanding.

To develop and monitor resources to inform registered childcare providers about their statutory and legal duties with regards to employment, funding and finance, governance, and sustainability.

Main accountabilities

| | Main accountabilities |
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| 1. | <p>Service Delivery</p> <p>To assess referrals from Early Years and Childcare Service teams identifying and implementing the support required.</p> <p>To enable registered childcare providers to achieve financial sustainability through effective use of funding and robust financial management.</p> <p>To support childcare providers to assess, monitor and review their management practice to deliver highly quality provision.</p> <p>To compile and to deliver written reports and papers as required.</p> <p>To attend and contribute to meetings as required.</p> <p>To collect and collate data to inform childcare providers to interpret current trends and identify further action required.</p> <p>To research, develop and deliver business management and governance training to Early Years and childcare providers in line with current legislation and best practice.</p> <p>To engage in (and escalate to as required) the Local Authority intervention process.</p> |

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| | <p>Specialisms for this role</p> <p>To lead on one of the following specialist areas:</p> <p>Developing best practice systems, and support, for robust financial management and Early Years and Childcare business sustainability.</p> <p>Developing best practice systems, and support, for the administration of Early Years Funding in Cambridgeshire.</p> |
| 2. | <p>IT and record keeping</p> <p>To maintain records by providing concise and accurate information using the appropriate IT systems in line with CCC requirements and policies.</p> <p>Record and store notes of records using agreed systems.</p> |
| 3. | <p>Professional development and values</p> <p>To maintain up to date knowledge of relevant legislation, government guidance, local policies, and national research.</p> <p>To take responsibility for own professional development and to attend relevant training.</p> <p>To establish and maintain professional relationships with colleagues and partners.</p> <p>To develop and sustain effective working partnerships with all agencies involved in the provision of early years and childcare.</p> <p>To follow CCC safeguarding policies and procedures where safeguarding concerns are identified when working with a childcare setting</p> <p>Work in accordance with the councils Equalities, Diversity, and Inclusion (EDI) strategy to be committed to promoting fairness and equality of opportunity and celebrating diversity for all.</p> |

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required | Subject | Essential/ Desirable |
|--|---|-------------------------|
| Key skill level 3: NVQ level 3 or equivalent: including professional qualification | Early Years and Childcare and/or Business administration management systems | Essential |
| Trainer qualification | | Desirable |
| Evidence of further study and /or personal development | | Desirable |

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

| Identify | Describe | Essential/ Desirable |
|---|--|-------------------------|
| Knowledge | | |
| Working knowledge and experience of a range of types of early years and childcare settings. | Knowledge of Section 3 - The safeguarding and welfare requirements of the Early Years Foundation Stage 2024. | Essential |
| | Knowledge of current registration and legislation and requirements in relation to Early Years and Childcare. | Essential |
| | Knowledge and understanding of current issues, thinking and developments in early years and childcare. | Desirable |
| | Knowledge and experience of business planning. | Essential |
| | Up to date knowledge of charity and company law and the roles of the trustees and directors. | Desirable |

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| Skills and Attributes | Knowledge and experience of the development and delivery of training. | Desirable |
| | Excellent written and spoken communication skills. | Essential |
| | Able to provide written and verbal reports to senior managers. | Essential |
| | Able to work as part of a team. | Essential |
| | Flexible and open to new ways of doing things, recognises when help is needed. | Essential |
| | Ability to use appropriate systems and technology. | Essential |
| Experience | Working knowledge and experience in Childcare sector. | Essential |
| Equal opportunities | Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. | Essential |
| Safeguarding <i>(include for roles working with children/vulnerable adults)</i> | Demonstrate an understanding of the safe working practices that apply to this role. | Essential |
| | Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |

Disclosure level

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|--|----------|---|
| What disclosure level is required for this post? | None | Standard |
| | Enhanced | Enhanced with barred list checks ✓ |

Work type

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|---|--------------|---------------|--------------|-------------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible) | Fixed | Hybrid | Field | Home |
| | | ✓ | | |