



Job Description

Job Title	Early Childhood Service Sector Support Officer
Job number	1367
Grade	G

Overall purpose of the job

To provide an effective, timely Early Childhood Service Sector Support Service to childcare providers, Schools, internal and external colleagues/stakeholders.

Ensuring that eligible children in the county take up their funded place and support parents/carers to check eligibility and find suitable childcare.

To support the Early Childhood Service Childcare Sufficiency and Compliance Officer to ensure the Service and the Sector is statutorily compliant.

Main accountabilities

	Main accountabilities
1.	To provide a comprehensive and confidential Support Service to childcare providers, prospective childcare providers and schools in the county who have registered with North Northamptonshire Council (NNC) to offer and deliver government funded places
2.	To co-ordinate and manage the Early Childhood Service processes, procedures and systems to include service mailboxes, brokerage requests, and customer enquiries
3.	To support and assist the senior management team to effectively run the Early Childhood Service by minute taking, providing service data, , event preparation and administrative tasks to meet the needs of the business.
4.	To complete eligibility administration for all funded childcare places including cross border checks where required for the government funding schemes.
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) and Her Majesty Revenue and Customs (HMRC) ensuring approval by the Senior Management team is sought.
6.	To support the Family Hubs and Start for Life Initiatives with any associated administration tasks to ensure the LA is statutorily compliant.
7.	To organise and deliver processes and procedures to include our training offer, Special Educational Needs Inclusion Fund (SENIF) and Funded childcare places for children in North Northamptonshire.
8.	To liaise with childcare providers and schools; and internal external colleagues regarding claims for funding ensuring that the Early Childhood Service maintains accurate records, payment information, funded hours details and consent in accordance with GDPR.
9	To administer and support the creation of funding support paperwork such as funding calendars, the Provider Agreement Parental Contracts, and any other supporting documentation communication out to the sector
9.	To forge excellent working relationships with the childcare providers and schools to support the Compliance, Take Up and Sufficiency Officer with increasing numbers of children utilising funded places
10.	To complete any other administrative tasks required by the Early Childhood Service to keep the Local Authority Statutorily Compliant

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

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		

	Knowledge of working within a local government setting and key partners.	E
	Extensive 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		
	Experience of establishing strong working relationships across internal and external partners.	E
	Significant experience developing, monitoring and reporting on decision making panels, boards, meetings and subsequent admin tasks.	E
	Experience of organising and coordinating training sessions utilising all communication tools available.	E
	Ability to travel to freely to different locations if required	E

Disclosure level

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

Work type

What work type does this role fit into?	Fixed	Flexible X	Field	Home
---	-------	----------------------	-------	------