

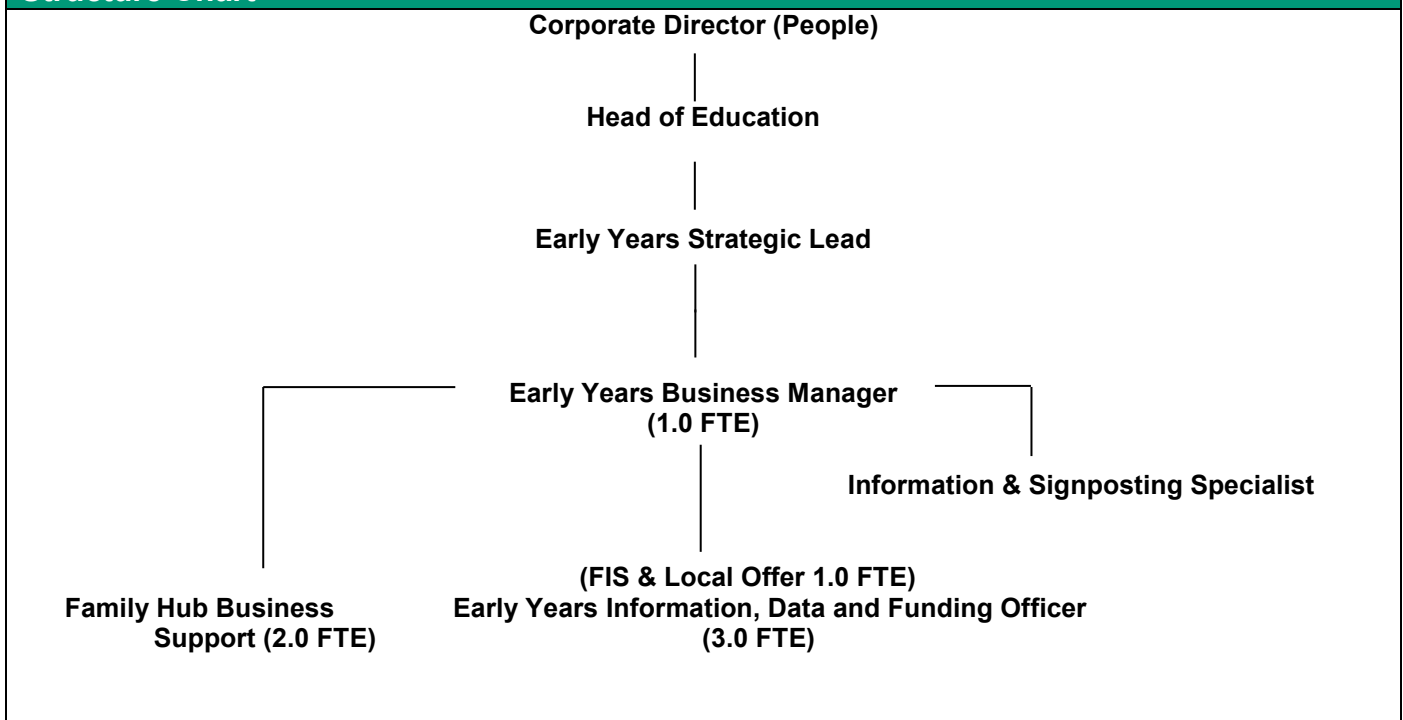
Job Description and Person Specification

Job title:	Early Years Information, Data and Funding Officer
Directorate:	People
Service:	Education
Team:	Early Years' Service
Post number:	04422/04163
Salary grade:	F
Work location:	West Street House
Reports to:	Early Years Business Manager
Supervises:	N/A

Job Purpose

To be responsible for collecting and collating data relating to Early Education provision in West Berkshire
 To support the delivery of Free Entitlement funding for 2,3 and 4 year olds
 To work flexibly as part of the Early Years Team to provide information, manage data and support all administrative functions.
 To assist in the provision of a well organised and efficient support service to Early Years providers.

Structure Chart



Main Duties and Responsibilities

- To provide high quality information, guidance and signposting support for parents on the Free Entitlement for 2,3 and 4 year olds across West Berkshire
- To promote Free Early Education for 2 Year Olds by processing data provided by the DWP, liaising with staff at the Family and Wellbeing Hub and contacting potentially eligible parents.
- To assess applications for 2 Year Old funding in accordance with the national criteria and within agreed response timescales.
- To support parents with the online application process if required and help parents find a suitable placement where necessary.
- To assist in the planning, development and delivery of the 30 hour childcare offer
- To support submission of data through the Early Years Funding Portal, resolving queries and advising users when required.
- To resolve data conflicts in Capita back office to allow data import into ONE.
- To maintain Early Years data on ONE and contribute to system developments and enhancements, responding to necessary maintenance and development processes and protocols.
- To generate reports from ONE for the Early Years Team and other colleagues as appropriate
- To ensure the Financial part of the system is authorised and rolled over in preparation for both the new term and new financial year with the correct payment parameters (including no. of weeks per term, Single Funding Formula rate and deprivation factor).
- To be responsible for inputting the data for the statutory Early Years annual Census return (includes uploading data from ONE to COLLECT and submitting to the Department of Education).
- To be the first point of contact through the dedicated Early Years mailbox and advice line for the public, Early Years providers and other organisations for information, advice and guidance on Registered Childcare, Early Education for 2, 3 and 4 year olds, signposting to parenting information, support and services available to children, young people and families in West Berkshire and promoting the Family Information Service.
- To respond to a range of telephone, email and personal enquiries from both internal and external customers and contacts, including applications for services and complaints, providing a conclusive response where possible, referring enquiries where appropriate, or taking accurate messages.
- Raise orders for services requested by the Early Years Team using the Agresso system and in accordance with Corporate Procurement guidance.
- To provide general administrative support to the Early Years Service including maintaining

Main Duties and Responsibilities

and updating manual and computerised records, inputting and retrieving of data and general office duties including room bookings, photocopying, and producing training materials as required.

- To maintain accurate and up to date record and filing systems ensuring accuracy security of relevant information
- To collect process and input data to systems and databases as required, ensuring accuracy and security.
- Liaise with key contacts and customers across and outside the Council, including Management Team, Senior Managers and Members
- To carry out any other duties that may be required, including flexible working in support of other Service areas
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

The post carries no budget responsibilities but impacts on the expenditure of Early Years funding from within the Dedicated Schools Grant (DSG). There is responsibility to ensure all claims are processed accurately within tight timescales and any conflicts are addressed promptly with agreed processes and procedures.

The post involves a high level of contact with Early Years providers and members of the public.

Person Specification

Qualifications	Essential/	Internal use only
Good basic education including GCSE or equivalent in Math's and English	E	1
Experience		
Experience of working with large database IT systems	E	1
Experience of Capita database systems	D	1
Experience of Agresso systems or similar	E	2
Prior experience of working in an office environment	E	3
Knowledge and understanding		
Understanding of the education system including Early Years	E	1
Knowledge of requirements in relation to confidentiality	E	2
Knowledge of the legal requirements in relation to managing personal information (Data Protection, Information Security)	E	3

Understanding of the Early Years and Childcare Statutory Guidance	D	1
Skills and abilities		
Ability to develop effective working relationships with service users and Early Years Providers.	E	1
Ability to use Outlook, and a web browser to access information	E	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	3
DBS Check?	No	n/a
Politically restricted post?	No	n/a

Knowledge of Microsoft Office (ideally MS Word to include mail merge, Excel to include use and adaption of formulae)	E	3
Excellent verbal and written communication skills	E	4
Accurate data entry skills	E	5
Sensitively handles personal data	E	6
Ability to use a range of databases to support the work of the Early Years Service	D	1
Work-related personal qualities		
Excellent interpersonal skills	E	1
Ability to work alone or as part of a team	E	2
Excellent time management skills and ability to prioritise	E	3
Ability to act with confidentiality and discretion when required	E	4
Ability to deal with parents/families sympathetically and with understanding	E	5
Good organisational skills	E	6
Ability to work under pressure and respond to deadlines	E	7
Resilient and flexible with good initiative	E	8
Other work-related requirements		
Driving licence	E	1
Be able to attend meetings across a variety of locations within the district	E	2
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