

London Borough of Bexley

Job Description

Management Group: Children's Services

Department: School & Education Improvement/ Early Years

Job Title: Early Years Funding Support Officer

Reports to: Early Years Business Manager/ Lead Adviser

Responsible for: Modern Apprentice when assigned

Functional links with: Schools Finance, Early Years and Childcare and Policy and Performance

Main purpose of the job:

Support the administration of Early Years Funding (Early Education Grant, 30 hours entitlement, 2 Year Offer Funding, Early Years Pupil Premium and additional supplements) using the CAPITA Early Years Portal and associated functions.

Provide an interface for the Early Years and Childcare sector in order to facilitate the use of the CAPITA Early Years Portal to access Early Education Funding.

Manage the Family Information Directory and website to ensure it is kept up to date and to support the Childcare sector to interface with the system.

Provide customer service support for parents/carers to access Early Education Funding and the Family Information Service Directory.

Compile and analyse data relating to all of the above.

Assist the wider Early Years Team to compile and analyse data in order to inform strategic decision making.

Major Duties and Responsibilities:

To support the delivery of relevant and up-to-date information and guidance to childcare providers, schools, other LA departments and other agencies on the Early Education grant and use of the CAPITA Early Years Portal.

To work with Schools Finance to manage the distribution of the Early Years Funding to childcare providers.

To provide a helpdesk service for users of the CAPITA Early Years Portal and to act as the interface between the CAPITA Early Years Portal and the childcare providers in Bexley.

To prepare and provide, as required, data analysis and management information for the DfE and relevant managers reflecting the ever-changing circumstances of Bexley's children and young people's service providers in both the private and voluntary sectors.

To complete the relevant returns for funding purposes and for management information and take appropriate action to deal with potential variations.

To update and monitor information and data accordingly, and to undertake any audit or analysis duty as required taking appropriate action to ensure that agreed service standards are met.

To reconcile information and problem solve, to deal with queries and sensitive data, and respond to childcare providers as necessary.

To manage the interface for parents/carers, providers and other professionals with the Family Information Directory, website and associated processes.

To maintain the processes and tools necessary for the wider Early Years team to capture and analyse data in order to make strategic and operational decisions. E.g. spreadsheets

Job Activities:

On a daily basis:

- Send and receive emails and telephone calls dealing with queries from parents/carers, providers and other professionals about the CAPITA Early Years Portal and Early Years Education Funding.
- Ensure the Ofsted download is monitored and appropriate colleagues / teams given any updated details for providers.
- Use provider details from above to update appropriate systems and processes.
- Publish records on to Family Information Directory, keeping website up to date at all times.
- Administer the CAPITA EY Portal and associated systems to enable the funding process and the application and placements for 2 Year Offer places,
- Ensure providers update their Family Information Directory record via their EY portal account, approve or decline changes and notify provider if changes are declined.
- Monitor 30 hour functionality; send reminders to providers of those nearing the grace period, weekly. This includes “back office” functionality, matching records, inputting data, issuing tasks and problem solving issues.

As necessary:

- Work with the Early Years Team, Schools Finance and other teams necessary to use the CAPITA EY Portal and associated systems to produce data and reports needed to inform the work of and strategic development of Early Years.
- Work face to face with childcare providers and members of the public (parents/carers) to train them in the use of the CAPITA EY Portal and the Citizen Portal either at Civic Offices, off site at childcare settings or at Children’s Centres.
- Carry out Funding Audit for 10% of all providers in the borough once a term. This involves visiting the setting to check documentation against their funding claim in order to mitigate the likelihood of fraud.
- Deliver briefings and training for Childcare providers, covering all aspects of Early Years Education funding and associated processes.

This can be done from Civic Offices, Children’s Centres or working from home as appropriate.

Person Specification

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SELECTION CRITERIA	ESSENTIAL/ DESIRABLE (E/D)	METHOD OF ASSESSMENT (see key)
<p>(a) <u>Education and Formal Training</u></p> <p>Relevant Advanced Professional Qualification (at Level 3 or above) e.g. business, IT, management</p>	E	
<p>(b) <u>Relevant Technical Experience and Knowledge</u></p> <p>Knowledge of childcare and early years funding</p> <p>Experience of working in a multi-agency team</p> <p>Knowledge of effective budget and grant management</p> <p>Experience of working in a customer related environment</p> <p>Effective communicator (written and oral) and negotiator, with sound presentation skills and the ability to speak persuasively and with authority.</p> <p>Knowledge of the roles and responsibilities of partner agencies.</p> <p>Experience of developing and using information for both performance management and reporting</p> <p>Extensive experience of using generic and bespoke ICT packages e.g. CAPITA, CCM, MS Office, Excel to create accurate reports and analyse data at a high level</p> <p>Experience of data analysis including the development of systems and processes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	

KEY:

I = Interview

PQ = Personality Questionnaire

DBS = Disclosure & Barring Service

A = Application Form

P = Presentation

DL = Driving Licence

AT = Ability Test

PE = Practical Exercise

Your application will be assessed against this criteria at the shortlisting stage and where indicated at the final selection stage.

High Performance Indicators

Values	Behaviours for staff
Innovation	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>
Leadership	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>
Partnership	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>
Listening and Responding	<p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>
Open and Accessible	<p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p> <p>I seek to build and maintain positive relationships with customers and partners</p>
Impact	<p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence</p>