

## Job Description

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|---------------------|--------------------------------------------------------------|
| <b>Job Title</b>    | Early Years Entitlements and Childcare Officer               |
| <b>Grade</b>        | Band G                                                       |
| <b>Reporting To</b> | Early Childhood Business Support and Performance Team Leader |
| <b>JD Ref</b>       | PC0137G                                                      |

### Purpose

The Early Years Entitlements and Childcare Officer in Early Childhood Services is responsible for working with the Early Childhood Business Support and Performance Team Leader in ensuring the management of the Local Authorities Early Education and Childcare statutory duties are developed, implemented, monitored and evaluated effectively. Each Early year's entitlements and childcare officer will understand all business areas with a specific thematic from the following, Early Years Funding Entitlement, Child level and early years business data, Sufficiency and Family Information Service

### Main Duties And Responsibilities

- To co-ordinate the claim and payment process for the Early Years Funding Entitlements including payment of Early Years Pupil Premium, Disability Access Fund and other related supplements in the Private, Voluntary and Independent Childcare Sectors and schools where appropriate.
- To utilise the council system (Capita / EYES) to facilitate an effective claim and payment system to the early years sector, including the collation and reconciliation of financial payments.
- Analyse reports on all aspects of data in relation to the take up of 2, 3, 4 and extended 15 hours free childcare, supported with evaluation and recommendations for strategic boards.
- Carry out eligibility and validation checks; to ensure placements are appropriate and in line with statutory guidance and protocols.
- Manage the collation of data sets for sufficiency reporting, ensuring they are accurate and timely.
- Co-ordinate aspects of the Family Information Service, including maintaining and updating the website, social media accounts and electronic communications.
- To lead the collation of the Early Years Census information for Department of Education returns in accordance with requirements and ensure robust data and returns are submitted within the required timescales, to ensure accurate information informs LA Early Years Funding allocations.
- To lead on the collation of universal transition information between a child's early years provider and their statutory school provision.
- Supporting and Configuring the Capita One or EYES Portals, including overseeing the collection and analysis of data.

- To monitor data quality in the system, ensuring data is accurate and current.
- Quality checks all aspects of the functionality and work alongside key officers to ensure corporate compliance is adhered to.
- To respond to telephone, written, face to face and email requests for information regarding more complex queries from parents and other agencies relating to early years funding.
- To engage regularly with early years providers in reviewing processes and claim/payment arrangements to ensure an effective and efficient systems are in place and nonburdensome to providers.
- To share information with providers via the portal, and briefings to inform and update on new initiatives and changes to the on -line funding / portal system.
- Deliver training, professional support advice and guidance on this and associated Early Years Business functionalities.
- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- NVQ level 3 minimum or equivalent in the field of business studies/administration/early years or associated other.

#### *Desirable*

- Degree level qualifications, for example IT.
- Other training relating to IT, information systems, software.

### Knowledge & Skills

- Data protection, working with sensitive data and information sharing protocols.
- Excellent numeracy, literary, IT and communication skills.
- Knowledge of a range of database/ systems used by both Wirral Council and partner agencies.
- Ability to develop IT solutions to meet project demands for example, writing ad hoc queries to interrogate databases.
- Early Years legislation, frameworks and guidance, in particular around Early Years Funding Entitlements.

#### *Desirable*

- Project management qualification e.g., PRINCE2
- Knowledge of statutory guidance for Early Years Entitlement Funding
- Knowledge of different childcare providers
- Basic understanding of welfare benefits, e.g., Universal Credits, tax free childcare, disability living allowance.
- Knowledge of effective marketing



## Experience

- Working with a range of agencies, statutory and non-statutory.
- Managing regular payments through an online system in a timely manner.
- Managing data collection and providing statistical information.
- Supporting and configuring information systems.
- Working with a range of reporting tools.
- Working with social media applications.
- Producing needs analysis reports, analytical written reports and visual data narratives
- Awareness of operational issues and pressures facing early years sector.
- Ability to work creatively and innovatively.
- Ability to meet strict deadlines.

### *Desirable*

- Working within adults and /or children's services areas.
- Undertaking research, preferably in relation to early years, child development, socio-economic factors.
- Awareness of a range of programmes (Family Hubs, Family Help), initiatives and processes (Early Help Assessments) within Children's Services.
- Experience of submitting returns to central government.
- Experience of project management

## Additional Information

Work flexibly across the borough to meet delivery requirements of the early childhood service.

Work evening and weekends in a planned manner to meet service needs.

### NOTE:

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended considering organisational and service requirements.

**Approved By: S Harper**

**Date Of Approval: 28.02.2024**

