

	Job Title	Early years sufficiency and planning officer
	Department	Children & Young People
	Section	Early Help Service
	Grade	TBC
	Reports to	Early years sufficiency and planning lead
	Staffing Responsibility	None
	Organisation	<i>Please attach organisation structure</i>

Job Purpose:

(Summary of the overall purpose of the job)

- To work alongside the Sufficiency and planning lead to ensure the LA meets its statutory obligation to provide the free entitlement for 2, 3 and 4 year olds
- To work in partnership with others to ensure that the 2, 3 and 4 year old childcare places offered to families are of the highest quality and result in improved outcomes for children.
- To support the Sufficiency and planning lead in developing capacity of childcare places in order to meet the LA's statutory duty to deliver the free entitlement for 2, 3 and 4 year olds
- To support the Sufficiency and planning lead in developing and embedding any new entitlements introduced e.g. 30 hours offer for working parents

Principal Accountabilities and Responsibilities:

Sufficiency

1. To work with the Sufficiency and planning lead to ensure that the Council meets all obligations and expectations set out within Statute and Guidance around the delivery of the free entitlement for 2, 3 and 4 year olds
2. To ensure that all 2, 3 and 4 year olds receiving their free entitlement access the highest quality childcare and working with the nominated safeguarding person for early years to ensure that they are protected from harm.
3. To ensure that government targets for numbers of children to access the two year old offer are met
4. Alongside the Sufficiency and planning lead, to develop project and action plans for reaching government targets and to monitor progress / milestones reached against these targets
5. To keep up to date with local and national developments within the child poverty and free childcare entitlements and assist with preparing reports and briefing papers for senior managers as necessary
6. To work directly with parents and providers to secure places for 2, 3 and 4 year olds

Marketing

7. To liaise with other teams and agencies, ensuring effective methods are in place to communicate information about the free entitlements to parents, partners and other professionals
8. To help develop and implement a targeted marketing strategy to reach these most vulnerable children and their families

Outreach

9. To carry out outreach as required to promote the childcare offer to those most in need and that priority is given to the most vulnerable children and their families

Administration

10. To ensure that the process for administration of the NEG 2, 3 and 4 funding is implemented to a high standard across the service, reviewing and monitoring these continuously to ensure effectiveness at all times
11. To be the first point of contact for NEG 2, 3 and 4 related enquiries
12. To be responsible for processing all NEG 2, 3 and 4 applications once they have been approved
13. To complete data returns (eg to the DfE and internal teams), ensuring these are timely and accurate and review systems for monitoring impact on the young children & families accessing the entitlements to free early education
14. Ensure the Mosaic system is updated as required and used effectively
15. To ensure that the Early Help Assessment is used effectively to plan for and meet the wider needs of young children and families so that problems do not escalate and outcomes improved through accessing appropriate services.
16. To implement and review regularly systems for recording and collating data on NEG 2, 3 and 4 applications and referrals in order to monitor, evaluate, analyse and report on volume of take-up and efficiency of process
17. To deliver from time to time, training and briefing sessions on the NEG referral and application process to colleagues and partners

Miscellaneous

18. Cover for and support other members of the team as needed
19. To escalate emerging issues to the Sufficiency and planning lead and Early Years manager as and when necessary
20. To undertake other activities commensurate with the level of this post in agreement with senior managers in the service.
21. This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.
22. Due to the business needs of the service, this post requires commitment to flexible working, with some evening and weekend work
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Enhanced
Politically Restricted	Yes / No

<i>(delete as appropriate)</i>	
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Person Specification

Job Knowledge, Skills & Experience:

Specify the qualifications, experience, skills and abilities required.

Knowledge and Qualifications:

- Good standard of general education
- Proficient in English and numeracy
- Minimum of NVQ Business administration or post school qualification in the I/T field or equivalent
- Knowledge of all relevant legislation pertaining to childcare and the provision of the free early education entitlement for some 2 and all 3 and 4 year olds to ensure that all duties are met and sound professional advice can be offered
- Knowledge of health & safety legislation desirable
- Knowledge of Data Protection and Equal Opportunities legislation and their requirements desirable

Experience:

- Substantial administrative/project experience
- Experience of using IT packages such as Word, Excel and Microsoft Publisher to an Intermediate level
- Working to deadlines in a busy office environment
- Setting up of office systems and procedures, both manual and electronic
- Experience of working with a wide range of targeted and universal services and of coordinating services and support for families

Skills and Abilities:

- Ability to work effectively under pressure to prioritise tasks and work proactively, using your own initiative to meet given deadlines.
- Excellent communication skills both oral and written in order to deal effectively with complex enquiries
- To take accurate telephone messages and deal with them appropriately and in a timely manner
- Good all round IT skills, in particular, Microsoft Word, Excel and the use of databases
- Good analytical skills in order to use and analyse data
- Ability to form and maintain professional links with colleagues and partners from a range of agencies and teams
- Good level of interpersonal skills including good listening and negotiating skills in order to manage conflicting demands tactfully and make effective links with families, colleagues and providers