

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Early Years & Childcare Sustainability Officer	JEID	LO105
Salary Grade:	I - £24,964 to £27,668		
Team:	Early Years & Childcare Entitlements, Sufficiency and Business		
Service Area:	Education Services, Communities Directorate		
Primary Location:	Saltisford, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner, Early Years & Childcare Entitlements, Sufficiency and Business		
Responsible for:	No staff supervision		

#### Role Purpose

- To provide high quality business advice and support for all providers and prospective providers of Early Years and Childcare places including childminders, schools, academies and private, voluntary and independent settings.
- To ensure that the local authority meets its statutory duty to secure sufficient early years and childcare provision

#### Role Responsibilities

- To support Early Years and Childcare providers across the county in maintaining financial self-sufficiency by helping them acquire and / or review management, financial and other business skills needed to operate at optimum level.
- To acquire detailed local knowledge of the Early Years and Childcare market in Warwickshire and work with providers to secure sufficient places to meet local demand
- To ensure that local authority funds are spent appropriately by settings who draw down early education funding
- Facilitate the development and implementation of practical and realistic business plans so that Early Years and Childcare providers operate sustainable businesses and increase their opportunities to access funding
- Identify the business related training needs of the Early Years and Childcare sector to help groups run their organisations effectively and efficiently

- Work with providers individually or in small groups to support them to produce and implement effective business plans and strategies, and to meet demands of their local childcare market, including expanding their provision where appropriate
- Support providers to review their governance arrangements and ensure that the most appropriate model is adopted
- Maintain close working relationships with key organisations and networks, locally and across the country, to ensure that funding opportunities are maximised.
- Administer a countywide audit process for Early Years settings to ensure that Early Education Funding Entitlements are appropriately used and meet government funding criteria
- Review and update audit process as appropriate, to take account of legislative changes
- Provide support for new settings and childcare providers, to enable them to understand the business requirements of Ofsted registration and where relevant, early education funding entitlements including the local authorities own funding arrangements
- Provide support to out of school provision & holiday clubs, ensuring suitability of premises, that registration requirements are met and that the provision is financially viable
- Provide support to schools and academies to support development of places, ensure they have an appropriate business plan including a cash flow forecasting system, and appropriate management arrangements
- Work in partnership with other WCC teams and wider partners to ensure a joined up offer

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

• NVQ 3 or equivalent	A / D
• Sound knowledge of business planning and the ability to support Early Years & Childcare providers to monitor or develop these skills	A / I / P
• Sound knowledge of cash flow forecasting, and the ability to support Early Years & Childcare providers to monitor or develop these skills	A / I / P
• Good working knowledge of Early Years and Childcare requirements and the business and financial impacts of these for providers across the sector	A / I / P
• Understanding of the structure and governance of voluntary organisations	A / I
• Understanding of the early education funded entitlements for 2, 3 and 4 year olds and the linked statutory requirements	A / I
• Knowledge of grant application processes	A / I
• Proven ability to interpret and analyse statistical data in an effective manner	A / I
• High level and competent IT skills, including using finance and administration systems	A / I
• Good working knowledge of the Childcare Acts 2006 and 2016 and all relevant Early Years and Childcare Legislation	A / I
• Proven track record of problem solving, and solution based outlook	A / I
• Ability to work to tight timescales and manage workload effectively	A / I
• Sound understanding of all safeguarding legislation relating to Early Years & Childcare	A / I
• Good communication and interpersonal skills, including an ability to deal	A / I / P

effectively with difficult issues and an ability to form effective working relations quickly with a wide audience	
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## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.
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### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore
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not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work (occasional)	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	