

# Job Description

## Section A: Job Profile

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

### Job Details

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:                 | <b>Early Years and Childcare Development Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Salary:                    | £34,434 – £37,280                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Grade:                     | 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Hours:                     | 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Team:                      | Early Years Sufficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Service Area:              | Children Education and Families                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Primary Location:          | County Hall, Oxford OX1 1ND.<br><br><i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i> |
| Budget responsibility:     | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Responsible to:            | Sufficiency and Access Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Responsible for:           | No line management responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Political Restricted Post: | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### Job Purpose

To support activities designed to build capacity in the early years and childcare sector In line with Government policy and County Council Statutory duties.

Work with schools, and early years providers to develop new start-ups and expand provision.

- to ensure provision of information, advice and training to potential, new and established childcare providers.
- Work in partnership with other teams and professionals to ensure the work is coordinated, targeted and providers have the tools and support they need to overcome barriers to change.
- Work with existing providers to promote sustainable business models.

The post holder will work across Oxfordshire.

## Job Responsibilities

Specific responsibilities will be agreed with the successful candidate based on their expertise and knowledge, but will include some or all of:

### Main Duties

1. Provide targeted support to schools, settings and childminders to create the best opportunities for capacity building in line with the Council's statutory functions.
  - Support with developing new business models and sustainability. Including support with developing financial forecasts using excel.
  - Support with options for flexibility such as extended opening times, opening more weeks per year and partnerships among providers.
  - Support to new start-ups and expansions in areas of identified need.
  - Support with marketing.
  - Support to access grant funding where applicable.
  - In conjunction with quality teams, ensure the provision is of high quality.
2. Develop and present business support information at network meetings either in person or via teams for Childminders, settings and schools.
3. Support providers applying for grant funding.
4. Monitor the delivery of grant funded projects against conditions set out in grant funding agreements providing professional challenge when necessary.
5. Provide professional challenge where necessary to ensure that providers are meeting their statutory duties.
6. Track and support the progress of new childcare development.
7. Promote inclusive practice in play and childcare.
8. Where possible, listen to the views of parents and consult with children in developing services.
9. Ensure records and information systems are kept accurately and are up to date. Provide reports and statistical information as requested.
10. Attend meetings, forums and training events as relevant to the post. This may include convening and taking minutes of meetings as requested. Work and visits to childcare settings will regularly need to be undertaken outside normal office hours. meetings.

To undertake other duties as requested by the Service Manager.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility

- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

| Essential Criteria                                                                       | Assessed By: |
|------------------------------------------------------------------------------------------|--------------|
| 5 GCSEs A-C grades or equivalent                                                         | D            |
| Evidence of commitment to continuing professional development                            | A            |
| Knowledge of the most recent Government policy initiatives for childcare and early years | A I          |
| Knowledge of the Early Years Foundation Stage statutory framework                        | P            |
| Experience in business planning                                                          | A I          |
| Experience of developing services in the community                                       | A I          |
| Experience of working in partnership with the voluntary and other sectors                | A I          |
| Experience and confident use of Microsoft Word, Excel and Outlook                        | A I          |

|                                                                                                                     |     |
|---------------------------------------------------------------------------------------------------------------------|-----|
| Ability to drive and access to a vehicle for work purposes                                                          | A   |
| Good communication and presentation skills (verbal, written & teams)                                                | A I |
| Ability to work as part of a team, as well as on own initiative                                                     | A I |
| Ability to prioritise and work to agreed targets                                                                    | A I |
| Commitment to inclusive, high-quality childcare                                                                     | A I |
| Commitment to the protection and safeguarding of children and young people                                          | A I |
| <b>Desirable Criteria</b>                                                                                           |     |
| Qualification related to business/finance or to childcare, playwork, education, health care, social/community work. | A   |
| Experience in childcare or other related area                                                                       | A I |
| Experience of sufficiency planning                                                                                  | A I |

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

|                                     |                                                                                      |                          |                                                                                             |
|-------------------------------------|--------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> | Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input type="checkbox"/>            | Enhanced Disclosure and Barring Service check with Children's Barred List            | <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Adults Barred List                       |
| <input checked="" type="checkbox"/> | Standard Disclosure and Barring Service check                                        | <input type="checkbox"/> | Basic Disclosure                                                                            |
| <input type="checkbox"/>            | Disqualification for Caring for Children (Education)                                 | <input type="checkbox"/> | Overseas Criminal Record Checks                                                             |
| <input type="checkbox"/>            | Prohibition from Teaching                                                            | <input type="checkbox"/> | Professional Registration                                                                   |
| <input type="checkbox"/>            | Non police personnel vetting                                                         | <input type="checkbox"/> | Disqualification from Caring                                                                |
| <input type="checkbox"/>            | Other (please specify):                                                              |                          |                                                                                             |

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|                                     |                                                                                                                              |                                     |                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 type="checkbox"/>            | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| <input type="checkbox"/>            | Working at height/ using ladders on a regular/ repetitive basis                                                              | <input type="checkbox"/>            | Restricted postural change – prolonged sitting                                                                                                             |
| <input checked="" type="checkbox"/> | Lone working on a regular basis                                                                                              | <input checked="" type="checkbox"/> | Restricted postural change – prolonged standing                                                                                                            |
| <input type="checkbox"/>            | Night work                                                                                                                   | <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):                                                                                                      |                                     |                                                                                                                                                            |