

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides 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:	Early Education Funding Payments Officer
Salary:	£28,163 - £30,060
Grade:	7
Hours:	37 per Week We are open to discussions about flexible working.
Team:	Early Years Childcare Sufficiency and Access
Service Area:	Access to Learning , Education
Primary Location:	The primary location is usually County Hall you will be required to work from this location and in an agile manner
Budget responsibility:	N/A
Responsible to:	Early Education Funding Deputy Team Leader
Responsible for:	N/A
Political Restricted Post:	N/A

Job Purpose

Ensure accurate, timely and effective administration and distribution of Early Education funding.

Develop detailed knowledge of all aspects of early education funding so that detailed and complex queries from providers and parents can be responded to in a timely way.

Work with private, voluntary and independent providers registered to deliver funded early education to ensure statutory requirements and the Council's audit and financial procedures are met.

Proactively liaise with other colleagues, teams and agencies to provide consistent services, streamline practices and support the work on more efficient ways of working.

Job Responsibilities

1. Lead on the effective distribution and audit of early education funding in line with statutory requirements and the Council's audit and financial procedures.
2. Take a proactive part in the work to ensure successful implementation of processes and procedures for the distribution of early years entitlements of children from 9months – 5-year-olds.
3. Provide good quality customer service to providers, parents and the general public by giving information and responding to complex queries regarding funding arrangements and proactively liaising with other colleagues and departments to resolve a query where necessary. Ensure queries are responded too in a timely way in accordance with Council procedures
4. Take a proactive part in the work to develop new systems and processes (including testing) to ensure the most efficient distribution of funding. This includes the System-C and ContrOCC upgrades.
5. Assess, manage, and process applications for 2-year-old disadvantaged funding to ensure high take up of entitlement.
6. Produce reports, statistical returns and financial reports as required.
7. Take a proactive part in the work to manage the use of online eligibility checkers and ensure effective use as appropriate to allow maximum take up of places.
8. Develop and maintain all key documentation relating to funding with due regard to security and confidentiality, ensuring documentation is readily accessible to staff and auditors. Ensure the service's web and intranet pages are kept up to date. Develop key documentation and associated web and intranet pages in response to new policies and customer feedback.
9. Process applications from PVI providers to join the scheme, process requests to leave the scheme and communicate these to relevant teams.
10. Undertake audits to early years providers to ensure the early education funding terms and conditions are being correctly administered, or to explain the administration systems for the funding entitlements to new providers
11. Liaise with funding teams dealing with early education payments to schools, ensuring processes dovetail with no duplications.
12. Contribute to meetings with officers and with representatives from the private, voluntary and independent providers
13. Carry out any other duties relevant to the post requested by the Early Education Funding Team Leader and Early Education Funding Deputy Team Leader.
14. Providing operational cover for the Early Education Funding Senior Payments officer as required

15. Liaise with internal OCC colleagues to manage to smooth transfer of Electronic data imports from school management information systems.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Education GCSE maths and English at A*-C	A/D
Experience Proven administrative experience Experience of handling data and producing reports Experience of inputting and retrieving data from ICT based systems	A/I
Job Related Competencies Ability to communicate effectively using different media and answering complex queries with understanding and empathy. Ability to handle challenging and sometimes emotional situations and customers	A/I
Special Requirements Satisfactory Enhanced Criminal Records Bureau disclosure.	A/D/I
Equal Opportunities Commitment to and understanding of the principles of Equal Opportunities.	A/I
Ability to travel across the whole County	A/I
Desirable Criteria	Assessed By:
Negotiating skills	A/D/I
Knowledge of procedures around safeguarding children.	A/I
Knowledge of early years and childcare sector	A/I
Excellent knowledge of System C system	A/I
Car driver with current driving licence	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 include:

<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 checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input 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):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.