

# 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:	Team Leader: Early Education and Childcare Funding
Salary:	£39,186 – £42,403 per annum
Grade:	Grade 11
Hours:	37 hours per week. We are open to discussions about flexible working.
Team:	Early Years and Childcare Sufficiency and Access
Service Area:	Access to Learning
Primary Location:	The primary location is usually County Hall and you will be required to work from this location and in an agile manner.
Budget responsibility:	Deployment of Early Education payments amounting to over £70m per year.  Cost Centre approval to £25k
Responsible to:	Early Years and Childcare Sufficiency and Access Manager
Responsible for:	Payments officers
Political Restricted Post:	

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

As team leader of the funding team within Early Years Sufficiency and access, the role is to oversee the effective distribution and audit of the early education and childcare entitlements in line with statutory requirements and the Council's audit and financial procedures.

### Job Responsibilities

1. In conjunction with the service manager, oversee the effective distribution and audit of the early education and childcare entitlements including management of the transactions of the EY budget of approximately £74m.

2. Oversee the creation and maintenance of 'how to' guides on all aspects of the funding processes to ensure all staff and external providers have the knowledge to carry out work using effective and consistent processes
3. Oversee the development of new systems and IT and Business processes in line with changes in Government policy and ensure changes are effectively communicated to providers
4. Act as the *Business Owner* for payments to the BDU and upload data after obtaining the relevant approvals according to the scheme of delegation.
5. Oversee the migration of data where necessary in response to changing ICT priorities of the Council
6. Respond to information received from the Department for Education on eligibility for disadvantaged two year old funding to ensure high take up of the entitlement.
8. Convene a consultative group of providers to gain feedback, to inform the development of effective systems and processes.
9. Oversee the production of accurate reports, statistical returns and financial reports, authorising them as required, for budget monitoring, census returns, freedom of information requests, sufficiency and forward planning.
10. Liaise with other Local Authorities and develop and share best practice to ensure early education funding systems and processes are efficient and well managed
11. Contribute to meetings with officers and with representatives from the private, voluntary and independent providers
12. Oversee effective auditing of the payments and funding and ensure internal audit checks are carried out where new processes are implemented as necessary. Challenge PVI providers, when issues arise from any means, that are operating against the terms and conditions of the funding.
13. Lead part of the Early Years and Childcare Sufficiency and Access and supervise such officers as may be assigned to the work, to deliver all the requirements of Early Education and Childcare Funding. As required, ensure suitable professional development
14. Generate work plans and convene team meetings, to ensure efficient and timely funding cycles and deployment of staff to carry out the work.
15. Develop specialisms among staff within the team to ensure effective CPD for individuals and appropriate capacity to carry out the work.
16. Oversee the deployment of staff to support other members and work areas in Early Years and Childcare Sufficiency and Access when capacity allows, including administrative work
17. Carry out any other duties relevant to the post requested by the Early Years and Childcare Sufficiency and Access Manager

## 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.

<b>Essential Criteria</b>	<b>Assessed By:</b>
Educated to A level. At least 5 GCSEs at A*-C including English and mathematics. Evidence of continuing professional development.	A,D
Knowledge of national priorities around early years and childcare sector.	A,I
Experience of developing and implementing systems and processes - including data handling and ICT.	A,I
Confident in carrying out financial analysis.	A,I
Experience of bringing disparate teams together for a common purpose.	A,I
Analytical skills and an aptitude to interpret complex information.	A,I
Excellent developmental skills to produce long term cost effective and efficient solutions.	A,I
Excellent interpersonal, influencing and networking skills.	A,I
Excellent communication skills both spoken and written.	A,I
Competent use of IT	A,I
Able to work on own initiative but in accordance with agreed organisational goals.	A,I
Ability to work as part of a team	A,I
Excellent time management skills and ability to work to deadlines	A,I
Good problem solver and analytical thinker	A,I
Flexible and ability to handle change	A,I
'Can do' approach using influencing skills to bring to teams and agencies to together work towards a common goal.	A,I

Commitment to and understanding of the principles of Equal Opportunities	A,I
Ability to travel across the whole County	A,I
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Negotiating skills	A,I
Knowledge of early years and childcare sector	A,I
Car driver with current driving licence.	A,D

## 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 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 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.