**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

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| --- | --- |
| Job Title: | Early Education Funding Payments Officer |
| Salary: | £26,873 - £28,770 |
| 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: | Due to the Covid19 pandemic this role will be performed remotely for the foreseeable future. The primary location is usually County Hall you will be required to work from this location and in an agile manner when government guidelines permit this. |
| Budget responsibility: | N/A |
| Responsible to: | Early Education Funding Team Leader |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| 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

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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.  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.  Page 2 of 5  2. Take a proactive part in the work to ensure successful amalgamation of  processes and procedures for the distribution of early education funding for 2,  3- and 4-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. Assess, manage, and process applications for 2-year-old disadvantaged funding to ensure high take up of entitlement.  5. Take a pro-active part in the work to develop new systems and processes to ensure the most efficient distribution of funding.  6. Produce reports, statistical returns and financial reports as required.  7. Take a proactive part in the work to create 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. Carry out occasional audits to early years providers to ensure the funding scheme  is being correctly administered, or to explain the administration systems for the  funding scheme 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 Funding Team Leader. |

# 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.

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| --- | --- |
| 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | 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).

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| --- | --- | --- | --- |
|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | 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) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | 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.