

Job Description

**Post Title:** Early Years Sector Support Assistant (A4515)

**Evaluation:** 430 points

**Grade: N5**

**Responsible to:** Early Childhood Services Workforce Development Officer

**Responsible for:** N/A

**Job Purpose:** To assist with the delivery of funded early education and childcare places, through producing robust and secure information in respect of childcare sufficiency and other data, and providing advice and guidance to childcare providers.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To maintain robust data and recording systems, support with collation and preparation of funded early years payments in accordance with the Council's financial processes and regulations and to produce and present statistical analysis.
2. To support the production of printed and online information for schools, early education and childcare providers, parents/carers, children and young people to explain eligibility and funded early education places.
3. To provide information and guidance as required utilising DfE and local authority policy and procedures as necessary to ensure compliance.
4. To process and account for payments in respect of Child Care and Early Education funding in accordance with the Council's Financial Policy and Practice.
5. To maintain positive working relationships with a broad range of internal and external stakeholders and specifically education professionals both in and out of the authority including schools and early education and childcare providers.
6. To maintain a good understanding of current legislation and statutory procedures around early education, childcare, funding, qualifications, training and safeguarding children.
7. To clearly explain education related information to a range of professionals, particularly around early years funded places and eligibility criteria, and provide advice, guidance and interpretation of internal and external policies.

8. To liaise with, support and challenge Early Years Sector Support officers and senior management teams in schools and early education and childcare settings including childminders regarding the provision of child specific information.
9. To promote and implement the Council's Equality policy in all aspects of employment and service delivery.