

Rutland County Council

Job Description

Job Title:	Education and Childcare Coordinator
Grade:	Scale 3
Department:	People
Team:	Learning and Skills
Line Manager:	School Improvement Support Officer

Purpose of the Job:

Support the Learning & Skills Service in meeting statutory education responsibilities in accordance with:

- Childcare Act 2016 – early education entitlement
- Provision of information to parents through the Rutland Information Service
- Childcare Sufficiency Assessment (CSA)
- Education success and statutory functions.

Key responsibilities:

- Undertake routine co-ordination and processing duties to ensure LA is meeting all statutory duties related to the Childcare Act 2016
- Update and maintain high quality data held on the Council's website and Rutland Information Service relating to early education and child care providers, so that parents are readily able to access up-to-date and accurate information and enable them to make informed choices regarding childcare
- Ensure the accurate recording and maintenance of the EY database; undertake analysis and verification of the data against data submitted by providers to ensure parents receive the correct level of entitlement. Liaise with early years' providers and childminders to resolve any discrepancies relating to funding levels
- Coordinate statutory universal free places for 2, 3 and 4-year olds including the collection of information, data and allocation of funding
- Provide support to the Early Years team in their responsibility to secure sufficient childcare
- Assist the Learning and Skills Service with arrangements for meetings and events e.g. networking meetings with partners and providers; take minutes of meetings



- Provide support to the effective running of the Learning and Skills Service, including support to the Head of the Virtual School in co-ordination of operational activities, including management and distribution of resources
- Act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

- Qualifications** Educated to GCSE Level 2 or equivalent level including English and Mathematics
NVQ Level 3 or equivalent in Business Administration
- Experience** Experience in effective use of a wide range of IT & web based programmes including Microsoft Office Word, PowerPoint, Excel;
Experience of using various data input systems accurately
Experience in the preparation of meetings including preparation of agendas and minute taking
Experience of working in an administrative role in a busy, customer focussed environment
Experience of providing advice and information to customers in an efficient and effective way.
- Knowledge** Knowledge of safeguarding and data protection processes.
- Skills** Good written and oral communication skills
Good numeracy and literacy skills
Ability to demonstrate experience of database work
Ability to deal with the public
Able to work under pressure and to tight timescales
Ability to maintain accurate electronic filing systems, databases and maximising the use of available technology
Be able to work independently and be part of a team
Proficient in the use of the Internet, email and electronic diary management.



Values

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice

Flexible approach, demonstrating inspirational yet realistic expectations.

