



Education and Childcare Coordinator
Permanent, Part Time (25 hours per week, preferably
over 5 days)
Scale 3, Salary £18,795 - £19,171 pro-rata

Who you are... an experienced administrator who will co-ordinate and process the funding for Early Years Entitlement, ensuring queries from parents are responded to, data is accurately recorded and maintained and that any issues are resolved with Early Years providers and childminders. You will also be responsible for ensuring the Family Information Service website is always up to date and accurate, and make effective contribution to the wider working of the Learning and Skills Service.

What we need from you... experience of working in a busy customer focused environment, and an ability to effectively deal with customer queries. Able to work accurately and to tight deadlines, you will be comfortable working with a wide range of IT and web based programmes. Previous Local Government experience and an understanding of Early Years Education would be beneficial, but not essential for this role.

The successful applicant for this post will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Who we are... Rutland County Council is the smallest Unitary Authority in England, but just because we are a small team does not mean we cannot make a big difference! Rutland offers fantastic opportunities to make a real difference to the lives of residents in our local community – we really are one of the best places to live, learn, work, play and visit. This is your chance to become part of an amazing team, delivering great services throughout the county.

What we offer... Work that makes a difference to people's lives within this beautiful county, in addition to structured salary reviews, local government pension scheme, discounted access to 'Active Rutland' keep fit activities and flexi-time to name just a few!

We act as 'One Council' in all we do, with each of us working together in the most effective way to meet the needs of our customers every day – if you share this ethos then we very much want to hear from you.

What to do now... Please visit www.rutland.gov.uk for more information about this role. For an informal discussion about the role please contact Miranda Krawczyk, School Improvement Support Officer on 01572 758487 or email: mkrawczyk@rutland.gov.uk.

The closing date for applications will be Tuesday 10 September 2019 @ 23:59 and interviews will take place on Tuesday 24 September - please follow the links to apply online.

All recruitment correspondence, including interview details, will usually be sent out via email. If you require documentation/correspondence in an alternative format, please contact the HR team.

Rutland County Council is committed to Equality and Diversity and welcomes applications from all sections of the community. Everyone at Rutland County Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm.

