

Rutland County Council

Job Description

Job Title:	Education and Childcare Coordinator
Grade:	G03
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:

- Coordinate statutory universal free places for 2, 3 and 4-year olds including the collection of information, data and allocation of funding.
- 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 entitlement. Liaise with early years' providers to resolve any discrepancies relating to funding claims.
- Maintain to a high standard the Council's website and Rutland Information Service relating to early education, childcare and holiday care provision, to ensure parents/carers are readily able to access up-to-date and accurate information.
- Provide administrative support to the Early Years team in their responsibility to secure sufficient childcare to include regular analysis and reporting of take-up of childcare places.
- 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 – (Desirable)

Experience:

Experience in effective use of a wide range of IT & web based programmes including Microsoft Office Word, PowerPoint, and Excel
Experience of using various data input systems accurately
Experience of working in an administrative role in a busy, customer focussed environment
Experience of providing accurate advice and information to customers in an efficient and effective way
Experience in the preparation of meetings including preparation of agendas and minute taking

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 build positive relationships with service users
Able to work to tight timescales and statutory deadlines
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

