

The Education People

Job title	Early Years & Childcare Sufficiency Officer
Service	Early Years and Childcare Service
Salary	TEP10
Reporting to	Senior Early Years and Childcare Sufficiency Officer

Job purpose:

To deliver a targeted service of high quality expert advice, guidance, training and support to early years and out of school childcare providers, to ensure a sufficient and sustainable childcare market, meeting the local authorities' statutory duties.

To work in a collaborative and integrated way as part of a team for one of KCC's four areas (being North, South, East and West)

Annex A: Main accountabilities:

1. Collate local statistical information and knowledge to inform target setting and forward planning, monitoring and reporting contributing to the on going sufficiency and sustainability of early years and out of school childcare. In relation to the sufficiency of free early education and childcare places conduct sufficiency audits as required to identify provider occupancy, current vacancies and possibility of expansion, barriers and solutions.
2. On a district basis lead on the development of free early education and childcare places to meet the local authority's statutory sufficiency duty under the Childcare Act 2006. Offer advice, support and guidance to providers in relation to application for grant funding. Ensure any funding awarded is monitored to meet both KCC and DfE audit requirements.
3. In relation to childcare sustainability offer a bespoke targeted service, working collaboratively with providers to clarify financial issues and identify solutions through the development of individual action plans monitored and evaluated.
4. In relation to the Free Early Education undertake compliance visits as directed, monitor, advise and inform childcare providers of their requirements to comply with the DfE Statutory Guidance and Kent Provider Agreement.
5. Deliver surgeries to small groups of providers, offering high quality, expert advice, support and guidance on all issues key to ensure a sufficient, sustainable childcare market. Deliver training workshops on issues relating to childcare sustainability to wider groups producing high quality presentations and materials as required.

6. Support and advise management committees and charity trustees to meet their legal requirements in order to manage and sustain early years and childcare provision in line with recognised constitutions and Charity Commission regulations.
7. Work in a collaborative way with the widest range of relevant agencies and partners across the full scope of this job description, working flexibly to support the business needs of early years and out of school childcare providers on a year round basis and at varying times of the day in line with patterns of provision.
8. Proactively keep up to date with national and local developments in the Early Years and Out of School Childcare field ensuring compliance with regulations and statutory guidance issued.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex B: Person specification: Early Years & Childcare Sufficiency Officer

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	MINIMUM
Qualifications	<ul style="list-style-type: none"> • An NVQ Level 3 qualification in business/finance or equivalent and/or an NVQ Level 3 in early years and/or childcare and/or play work (or equivalent) • Level 4/5 Award in Business Support (equivalent) is desirable.
Experience	<ul style="list-style-type: none"> • Extensive experience of working in an advisory/support capacity, advising on funding applications and business and financial plans • Experience of leading and facilitating small group work and training • Experience of working in a multi-agency environment
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills, verbal and written, including the ability to collate data and develop presentations • Strong IT skills (ability to use email, word excel, financial templates and data spread sheets) • Ability to work on one's own initiative and also within often tight timescales to meet targets and deadlines • Ability to work flexible hours to meet the needs of all group childcare providers and ability to travel on a county-wide basis when required
Knowledge	<ul style="list-style-type: none"> • In-depth knowledge and understanding of the current early years and out of school childcare agenda • Working knowledge and understanding of business and financial planning and early education for 2, 3, and 4 year-olds • Detailed knowledge of the Early Years Foundation Stage, the requirements of the childcare registers and Charity Commission in relation to management committees • Complex skills and knowledge are required for this role as the postholder will have to advise on the business of a childcare provider. This is unique due to its governance from Ofsted in relation to the EYFS and DfE in relation to early education. The postholder has a requirement to understand the Ofsted regulations in relation to the EYFS and the DfE Statutory Guidance in relation to Early Education being aware of how these impact the sustainability of a childcare business. Collated data is to be recorded accurately on developed spreadsheets and then used as part of the analysis when securing education and childcare places to meet the local authority's statutory sufficiency duty under the Childcare Act 2006.

Behaviours

All leadership competencies apply, with behaviours shown below being of particular relevance:

Truth and judgement

- Stay grounded, speak honestly
- Open to new ideas
- Welcome challenge on how you do things

Conversation and compassion

- Encourage free flowing conversation
- Be sensitive to someone's needs...accepting differences
- Politeness when dealing with others – check for mutual understanding

Empowerment and enterprise

- Recognise initiative, be creative, share ideas
- Have a 'can do' attitude, be positive

People and partnership

- Keep communication open

Behaviours All leadership competencies apply, with Behaviours shown

Annex C: Company values and expectations:

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.