

## **JOB TITLE: Sufficiency & Sustainability Support Officer**

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**Service:** Early Years & Childcare  
**Salary:** TEP6  
**Reporting to:** Sufficiency & Sustainability Manager

**Purpose of Role:**

Assist the Sufficiency & Sustainability team to promote, co-ordinate and deliver a range of childcare targets and projects. This will involve the proactive support of childcare development, business and sustainability activities, information workshops and service level agreements with external contractors.

## Annex A: Main duties and responsibilities:

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1. Provide a comprehensive support service to the Early Years & Childcare Sufficiency & Sustainability Manager and Team including diary and time management, allocating work to other support staff where appropriate in order to enable the line manager to discharge their duties effectively.
2. Support the Sufficiency & Sustainability team on National, Regional and Countywide initiatives to ensure all projects are completed to a high standard.
3. Plan, organise and co-ordinate internal and external meetings, workshops, conferences and the like including involving external agencies and speakers, preparing itineraries and undertaking research where required, ensuring that the whole process runs smoothly and that every administrative aspect is covered.
4. Assist with the recruitment of staff, including initial DBS checks and follow ups.
5. To provide comprehensive administrative support in relation to capital and revenue funding applications, including returning signed contracts to providers, receiving monitoring, updating spreadsheets and individual provider files, managing archiving, liaising with Archives Department, maintaining an up to date liability spreadsheet including producing asset transfers including the preparation of novation and/or variation documents.
6. Oversee the development and review of all the Sufficiency & Sustainability systems including spreadsheets and filing systems, both computerised and manual, tracking key documents, sending relevant files for archiving and monitoring disposal dates, to ensure that files are constantly updated and that systems are adapted to improve effectiveness in line with the County's Record Retention Policy, data protection and freedom of information protocols.
7. Research, co-ordinate and analyse data, chasing individual responses from managers and/or team members relating to specific issues on behalf of the line manager, to ensure that any reports are prepared and submitted within the agreed timescales.
8. Monitor and manage the team inbox and take appropriate action in relation to all queries to ensure that these queries are dealt with effectively and in a professional manner.
9. Oversee the administration of financial systems relating to expenditure and income, e.g. processing invoices, monitoring expenditure, processing changes etc in accordance with financial regulations and TEP procedures.
10. Be a full and effective member of the Early Years & Childcare Sufficiency & Sustainability team, attending meetings and other events as appropriate.

**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

	MINIMUM
<b>QUALIFICATIONS</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent or NVQ2 in Administration or equivalent</li> <li>Willingness to work towards NVQ3 if required</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of providing high level business support</li> <li>Experience of drafting reports and correspondence</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Report-writing skills and ability to draft correspondence</li> <li>Excellent interpersonal and organisational skills when dealing with all levels of staff, elected members, MPs, MEPs and external contracts</li> <li>Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Windows wp package, Excel spreadsheet and database functions</li> <li>Ability to undertake research and analyse data</li> <li>Diary and time management skills</li> <li>Ability to organise own workload to achieve a range of deadlines and to balance constantly changing priorities</li> <li>Ability to work within a climate of change</li> <li>Ability to take a proactive approach</li> <li>Ability to investigate complex queries and anomalies when required</li> <li>Ability to take accurate notes and minutes of meetings and to follow up as required</li> <li>Ability to oversee the administration of financial systems</li> </ul>

## Annex C: Company Values and Expectations

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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.