

JOB DESCRIPTION

DIRECTORATE: **Families and Wellbeing Directorate**

SERVICE: Early Help Division

Job Title: Early Education Funding Manager

Grade: Grade 8

Location of Work: New Town House

Directly responsible To: Early Years Lead

Directly responsible For: Early Education Funding Officers and
Early Education Funding Assistant

Hours of Duty: 37

Primary Purpose and Scope of the Job:

- To lead on the day to day management and development of the 2,3 and 4 year old Early Education Funding (EEF) offer
- Liaise with key partners, schools, Private and Voluntary providers, to ensure effective information sharing to ensure provision of EEF payments to all registered providers.
- To ensure practices, procedures and payments are in line with the EEF Agreement with providers and Statutory Guidance from the Department of Education.

WORKING RELATIONSHIPS:

- All sections within the Families and Wellbeing Directorate, in particular, all teams working across the Early Help Division
- Parents/Carers
- Schools, Pre Schools, Private Day Nurseries and Childminders
- Health, Social Care, Children Centre's and other agencies
- Capita Systems Co-ordinator

KEY TASKS AND ACCOUNTABILITIES

1. To lead on the claim and payment process for the 2,3 and 4 year old Early Education Funding and to ensure practices and procedures are in line with the EEF Agreement with providers.
2. To optimise the use of the Capita system to facilitate an effective claim and payment system to the early years sector, including collation and reconciliation of financial payments
3. To foster good relationships with early years providers, ensuring new and existing providers are made aware of and supported to use the Capita Provider portal to claim funding.
4. To liaise with the legal department to review and update annual EEF Agreement for providers.
5. To liaise with the BSC Exchequer Services team for the EEF payments to be made to providers.
6. To provide performance data relating to the take up of the EEF offer on a termly basis for Early Help Performance workshops, DMT/Schools Forum and other adhoc requests within the required timescales.
7. To liaise with the Finance Officer in the management and development of the Early Years Single Funding formula.
8. To liaise with the Capita Systems Co-ordinator to optimise the use of the system and to develop effective reports
9. To attend and contribute to regional net-working meetings for the 2,3 and 4 year old EEF offer.
10. To lead the collation of the Early Years Census information for the Department of Education in accordance with requirements, to ensure robust data and returns are submitted within the required timescales and accurate information informs LA Early Education Funding allocations.
11. To provide effective and supportive line management to EEF staff including day to day deployment, sharing of WBC staff policies and procedures, regular 1:1 supervision, PR & D, sickness absence, capability, grievance and disciplinary as required.
12. To create a positive learning and working environment through delegation, mentoring and coaching of staff within the Early Years team.
13. To co-ordinate and undertake audits of claims and payments for EEF and for the compliance of the EEF provider Agreement
14. To monitor data quality in the system ensuring data is accurate and current.
15. To respond to requests for information regarding complex queries from parents, providers and other agencies relating to EEF.
16. To carry out tasks, accountabilities and duties of the post with due regard to anti-discriminatory and equality of opportunities practice, ensuring provision is made for all groups in the community taking account of the race, culture, religion, disability, gender and sexuality.
17. To carry out all duties with due regard to confidentiality and data protection regulations.
18. The post holder is responsible for the safeguarding and promoting the welfare of children and/or vulnerable adults.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of

the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised:

Andrea Riley

2nd October 2019