



TRAFFORD  
COUNCIL

## Early Education Assistant

## Role Profile

**Service:** Early Years  
**Grade:** Band 3  
**Reporting to:** Senior Early Education Officer  
**Responsible for:** No direct reports

### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### **Your Main Priorities**

- Administer the systems for free early education provision for 2, 3 and 4 year old children, early years pupil premium and 30 hours free childcare for working parents.
- Support early education providers with administrative and financial processes around delivery of free places.
- Provide administrative support to the wider Early Years Service.

### **Key duties**

- Process parent declarations and childcare provider headcount forms on the early education database and provider portal.
- Operate and interrogate the databases to produce reports, ensuring information entered is kept up to date and accurate.
- Administer the Directory of Early Education Providers commissioned to deliver free early education places to ensure compliance with the statutory guidance.
- Operate HMRC Eligibility Checking System to check eligibility for free 2 year old places, early years pupil premium and 30 hours free childcare for working parents.
- Provide information and advice regarding the free entitlement to early education for two, three and four year olds using telephone, e-mail and other forms of communication.
- To issue and monitor payments to childcare providers to fund the schemes.
- To liaise with the Early Education Officer and provide reports and information about the early years funding schemes as requested.
- To type reports, minutes, letters, forms and other written documents as required.
- To issue, monitor and confirm orders for maintenance, stationery and other supplies as directed, in line with procurement guidelines.

- To undertake general office duties including filing, photocopying, e-mailing, room booking and taking minutes of meetings, as required.
- To contribute to the development and implementation of the Early Years Strategic Plan and the Early Years Service Plan.
- To attend local meetings and training events as necessary to ensure knowledge is kept up to date and relevant.
- Undertake other duties and responsibilities required by the Early Years Manager which are commensurate with the grade of the post.

## About You

### **Qualifications and Professional Development**

- Numeracy and literacy skills equivalent to GCSE English and Maths (Grade A-C).
- Willingness to undertake any additional training.

### **Experience and Knowledge**

- At least 2 years' experience of general office administration.
- Some general finance experience including processing of payments.
- Experience of delivering information, advice and guidance to stakeholders.
- Knowledge of free entitlements to early education and childcare places for 2, 3 and 4 year old children.
- Understanding and commitment to equal opportunities.

### **Skills and abilities**

- Excellent ICT skills on a variety of packages including MS Word, Excel, Outlook and web based applications.
- Good communication skills.
- Ability to respond to tight deadlines and changes to priority of work.
- Ability to work as part of a team.
- Customer care skills.

- Ability to maintain accurate records with good attention to detail.

**Special Conditions**

- Willingness to work occasional evening and weekend work when required.

Date prepared/revised: Aug 2019

Prepared/revised by: AM/SB

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.