

Job Profile

Early Years Funding Administration Apprentice

Grade: Apprentice Level 3

Date September 2018

About the Job

To administer Nursery Education Funding, Early Years grants and contracts and ensure families can access high quality provision. You will work towards and be expected to achieve a level 2 Business & Administration framework whilst in this position and will be supported by the department and our dedicated training provider.

This is what we need you to do...

- Process and administer grants and contracts to providers of Early Years Education and Childcare, accurately recording child placement and setting details and process payments within published time scales
- To ensure Nursery Education providers complete all necessary returns and analyse data to aid planning and monitoring provision
- To provide information advice, guidance and support to families and other agencies to help them access the support they need as required
- Undertake such other duties and responsibilities as are commensurate with the grade and nature of the job

Special Conditions: None

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Have had some previous work experience in an office environment would be desirable but not essential..
- Experience of using Microsoft Office e.g. Word, Excel, PowerPoint.
- Work as part of a team in either a work setting, school setting or any other personal interests

Knowledge, Skills and Understanding

- Commitment to achieving accurate results to a deadline
- Effective communication skills, verbal, written and electronic
- Good organisational skills
- Ability to use spreadsheets to analyse and present data

Behavioural attributes

- Attention to detail and accuracy
- Enthusiastic under pressure and enjoys the challenges of meeting deadlines
- Excellent telephone manner and clear customer focus
- Demonstrate Gloucestershire Employee Behaviours

Education & Qualifications

Essential

- Good level of literacy and numeracy, equivalent C or above in maths and English