



Early Years Alliance
50 Featherstone Street, London EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: EARLY YEARS AND FAMILY SERVICE ADMINISTRATOR
BASED: HOME BASED
DEPARTMENT: BUSINESS DEVELOPMENT DIRECTORATE
RESPONSIBLE TO: SERVICE MANAGER

JOB PURPOSE:

To support the Early Years and Family Service Manager and Early Years and Family Locality Managers by effectively and efficiently providing administration duties for the Early Years & Family Service Contract.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To maintain, organise and support all administration duties for the Early Years and Family Contract in Lincolnshire.
2. To be responsible for the Early Years and Family Service email inbox, replying to queries, providing appropriate responses in a timely manner and to a high standard.
3. To provide a high standard of customer service in line with Alliance customer care competencies.
4. To ensure the maintenance of accurate administrative records on share point. Keeping staff records and files up to date.
5. To produce and share information using Microsoft forms, excel and word documents as directed.
6. Oversee the recruitment process for the Early Years & Family Contract including processing vacancy request forms, arranging interviews, gathering relevant information and documents to support the HR process.



7. Oversee new starter, job change and leavers processes, ensuring all information recorded is accurate.
8. To ensure all staff DBS checks are in place, and support new starters with completing DBS applications, collating and uploading all relevant information into the correct files and processes.
9. To support and oversee the volunteer process including sending out application forms, requesting references, overseeing DBS process and maintaining records.
10. To provide accurate information, maintain and update identified web pages as directed.
11. To share information with Lincolnshire County Council in relation to marketing and promotion.
12. Comply with the Alliance policies and procedures at all times, including those relating to anti corroboration and bribery, data protection, health and safety, probation, safeguarding, supervision and whistleblowing. (This is not an exhaustive list).

GENERAL DUTIES:

1. To support general office duties as required.
2. To produce verbal and written reports as directed.
3. To attend meetings as directed.
4. To attend in-service training as directed.
5. To carry out such tasks and duties as may reasonably be required.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

HEALTH AND SAFETY

The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.



PERSON SPECIFICATION:

Essential Criteria

1. Experience of and the ability to deal effectively and courteously with telephone calls and emails.
2. Proven experience of maintaining records, booking venues, managing bookings, and all other administrative requirements.
3. Possess excellent IT skills, using Microsoft package programmes, project management and reporting systems, internet, email, excel etc with confidence.
4. Ability to use and maintain a cloud-based storage system.
5. Ability to demonstrate an innovative approach to problem solving.
6. Ability to work independently, efficiently and on own initiative.
7. Ability to prioritise workload to meet deadlines and targets.
8. Experience of collecting, collating and presenting statistical information.
9. Excellent written and verbal communication skills, to liaise with and provide information to a wide range of people internally and all other external partners.
10. Experience of and the ability to work collaboratively with team members and a range of partners and volunteers.
11. Basic knowledge of the Early Years sector to provide general support and signposting to other appropriate resources or services to internal and external customers.
12. Commitment to the aims and strategic objectives of the Early Years Alliance.
13. Willingness to attend training and development opportunities as required.

Desirable Criteria

1. Knowledge of Early Years education and childcare.
2. Experience of maintaining and uploading information to web sites.
3. Experience of managing and solving IT problems

TERMS & CONDITIONS:

Grade: 3A

Salary: £25,202 - £28,491 per annum (pro-rata for part time)

Hours: 35 per week

Annual leave: 25 days plus 8 bank holidays (pro-rata for part-time)



This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of Post holder:

Signature:

Date: