

JOB DESCRIPTION

Job Title	Data & Sufficiency Officer		
Directorate	Children & Family Services		
Reporting to	Service Manager, Education Places Strategy		
Grade	11		
Evaluation ref:	AU0552	Job ref:	Family PRC
Role purpose			
To collect and analyse relevant data to identify the sufficiency of early years places and childcare provision in Somerset.			
Responsibilities			
Produce childcare sufficiency assessment and updates. Produce reports as required and termly, annually and for S106 contributions and updates to cabinet where required.			
Organise termly sufficiency meetings.			
Monitor, update and report on Ofsted quality information.			
Develop and maintain supply and demand data (spreadsheet of life) for childcare provision.			
Lead officer for Early Years Single Funding Formula (EYSSF) process.			
Use data to project number of places required to enable all eligible children to access their early education entitlement, as described in the Childcare Act 2006 and the Education Act 2011. Provide data the DfE for national performance measures as required.			
Provide evidence of shortages of two-year old places and participate in planning to address where additional places are required.			
Monitor Early Years providers' data quality and ensure data is kept updated via the Database Update Form (DUF).			
Monitor, improve and update EY pages on SC website to improve customer access to information and resources.			
Liaise with the Education App team re Capita information and develop reports.			
Work with the Web team to develop and improve Early Years data quality.			
Maintain data for RMX4 mapping system.			

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Liaise with the Manager of Somerset Direct Children's Team to ensure information provided by Somerset Direct is up to date.

Determine new housing development pupil yield data for developer contributions.

Ensure evidence is available to support corporate performance data.

Manage project work as required and prioritise competing deadlines. Complete statutory consultations from the DfE (or their representatives).

Provide required data and respond to Freedom of Information Requests (FOI's).

Lead on management of surveys of providers/parents and produce reports on the health of the childcare market in Somerset.

Collect information and determine gaps between existing SEND provision and what needs to be achieved.

Monitor and update web content for Early Years as required keeping public facing website up to date.

Ensure that localised recruitment campaigns target specific areas of need in line with determined need.

Provide Brokerage reports, reporting on the gaps, themes, and trends of requirements for childcare.

Maintain providers' Capita information, e.g. OoS/Holiday clubs.

Capita Key User.

Maintain School capacity information on Atrium. Produce schools SCAP return.

Analyse school's accommodation information.

Attend all necessary meetings.

Impact

The postholder is a member of the Early Years team and has regular contact with a range of people working in the sector, exchanging advice and information, and making recommendations which influence service development.

Participates as a member of the Early Years Team and other teams within SC.

Childcare providers and partner agencies.

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National bodies such as Office for Standards in Education (Ofsted), Department for Education (DfE), ChildCare Works and Hemsalls.

External organisations that support the collection of data and the delivery of the audit of sufficiency.

School sufficiency colleagues.

Provide support in early places and childcare provision in Somerset.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Understanding and good working knowledge of various IT systems.	X		
Enthusiasm for new SC technologies and working in new creative ways.	X		
Developing data insights based on complex datasets.	X		
Knowledge of Local Government and its data environments.		X	
Experience			
Experience of analysing complex data sets.	X		
Accurately inputting and extracting data.	X		
Arranging appropriate meetings where required.	X		
Qualifications / Registrations / Certifications			
NVQ or equivalent Level 4 or comparable work-related experience.	X		
Evidence of continuing professional development.	X		
Skills			
Excellent interpersonal and communication skills.	X		
Good mathematical skills.	X		

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Excellent and accurate report writing skills for a variety of audiences including Councillors, SLT and the public.	X		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: 3rd September 2024