



Role Profile

Early Years Business Support Officer Role Title

Prevention & Communities, Education & SEND

Role Profile: Early Years Business Support	Role Profile Number: SBC_12351
Directorate: Prevention & Communities	Reporting to: Early Years Quality Development and Inclusion Lead
Grade: CFL 4	Date Prepared: April 2025

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.

				
We See	We Hear	We Care	We Act	We Learn
people, not problems – and stay curious to understand their story.	each other and the people we serve.	about our colleagues, residents and community.	with integrity, accountability and purpose.	from data, feedback and experience to keep improving.

Purpose:

The purpose of the role is work across the Early Years Team supporting day to day functions of the team including admin duties, support to early years providers and support with early years training.

Key responsibilities and accountabilities:

- Admin tasks as required by the Early Years Team to include;
 - collation of data and keeping data up to date.
 - sending and responding to emails and general administrative duties.
 - administration around early years training, e.g. venue bookings, managing delegate bookings.
 - supporting the administration of the SEND Inclusion Funding.
 - supporting the administration of the EY Consultations and visit requests.
 - compiling meeting agendas and keeping minutes.
- Keep up to date with changes to policy relating to early years funding, as supported by line manager.
- Support the early year's team to ensure the Council's statutory duty is met by maximising the take up of funded places.
- To ensure all emails and contact in to the early years team is dealt with efficiently.

- To work constructively and positively across the Council and beyond for the benefit of customers, in particular, early years providers and schools, including pupils and staff.

Supplementary Accountabilities

- Ability to travel across the Borough for meetings
- This role is likely to involve some hybrid working.
- This role is likely to involve some travel around Swindon
- This role may include occasional working outside of usual office hours (e.g. to support the facilitation of twilight training sessions)

Contacts and Relationships

Stakeholders will include:

- Parents
- Education Providers including schools and early years settings
- Other Local authority officers
- Wider education commissioning team
- Non-SBC support services (e.g. SEMH team, SASS)

Creativity and innovation

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

Job Scope

Number and types of jobs managed: N/A

Budget Holder: No

Budget Value: N/A

Asset Responsibility:	N/A
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PERSON SPECIFICATION

Qualifications:	Essential or Desirable
- Level 3 in Business and Administration - GCSE (or equivalent) English and Maths	D E
Knowledge and Experience:	
- Good organizational skills - Ability to be flexible and work to deadlines - Good verbal and written communications skills	E E E
Aptitudes, Skills and Competencies:	
- Ability to deal with queries from public, providers and other agencies - Ability to work on own initiative and as part of a team - Ability to prioritise work	D E E
Special Conditions of Recruitment:	
- Occasional need to attend meetings outside normal working hours - Ability to travel across the Borough for meetings	E D

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called

upon to carry out other such appropriate duties as may be required within the grading level of the job.

