



Business Support Assistant (Early Years and Childcare)

Salary: Band 4, **£24,420 to £25,652** per annum, pro rata for part-time

Contract type and hours:

One **permanent full-time** contract (37 hours per week)

One **fixed term/secondment part-time** contract (25 hours per week)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment to improve outcomes for children.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service:

In Portsmouth we are passionate about all of our children and young people enjoying a healthy, happy and safe childhood that gives them the opportunity to get the best out of life and a good transition into adulthood.

The Early Years and Childcare Service oversees all the early years work across the City from administering Governments early education funding to providing challenge and support to childcare providers on a range of issues from quality, inclusion and business sustainability.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

Reporting to the Early Education Funding Officer, this is a varied role providing administrative support on all aspects of delivering our responsibilities for the funding.

Specific duties include:

- Providing administrative business support for the team
- Booking appointments and arranging meetings
- Carrying out all necessary word processing, spreadsheets, database and presentation duties
- Providing support for the auditing of funding allocations
- Dealing with all correspondence, including confidential information
- Data entry using bespoke systems e.g., Synergy and Fusion
- Processing reports
- Placing orders for goods and services and dealing with invoices
- Scanning and indexing of documents to the network
- Dealing with telephone, email and face-to-face enquiries
- Sorting post
- Collecting and processing information and data.



General duties may include:

- Maintaining files and documentation
- Processing applications/referrals and other enquiries
- Updating PCC web and Intranet and other websites as appropriate
- Compiling articles for bulletins/newsletters/rotas and booklets
- Liaison with early years providers and other partners.

Who is the person?

You need to have:

- Experience in working in an administrative role
- Excellent IT skills and the proven ability to learn to support complex systems
- A good working knowledge of Microsoft Office, including Word, Excel, Access, PowerPoint and Outlook
- Excellent literacy and numeracy skills
- Good communication skills with a range of partners
- A customer focus (internal and external)
- The ability to resource and collate information
- A high level of attention to detail and accuracy
- The ability to work flexibly to meet the requirements of the team and wider service
- The ability to prioritise your workload
- An awareness of Data Protection and Safeguarding issues.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.