



## Job Profile and Working for Stockport

### Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

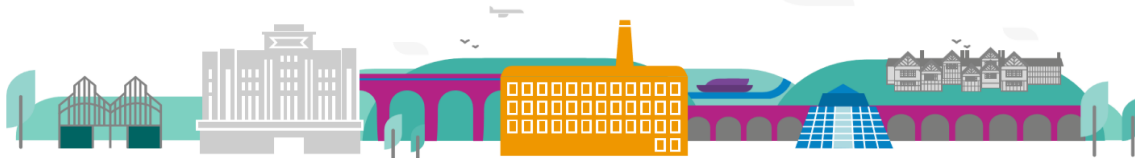
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





## Ambitious Stockport, creating opportunities *for everyone*

### About the Job

|                      |                                       |
|----------------------|---------------------------------------|
| <b>Role:</b>         | HAF and School Aged Childcare Officer |
| <b>Service Area:</b> | Children and Families                 |
| <b>Directorate:</b>  | Services to People - Childrens        |
| <b>Salary Grade:</b> | SO1                                   |

### Main Purpose of the Job

The HAF and School Aged Childcare Officer supports delivery of Stockport's childcare and holiday support offers, working across the Holiday Activities and Food (HAF) programme and the School Aged Childcare (SAC) agenda. The postholder will work alongside the HAF and Early Years & School Aged Childcare team to maintain effective systems, accurate records and high-quality data, and to support providers, schools and partners to deliver inclusive, high-quality provision. The role contributes to meeting local priorities and national expectations (including DfE monitoring and sufficiency reporting requirements) so that children and families can access the right support at the right time.

### Key Responsibilities

#### Holiday Activities & Food (HAF) Programme

- Support the planning, coordinating, and monitoring of the Holiday Activities & Food (HAF) programme, working in partnership with schools, community and voluntary organisations, and other delivery partners.
- Plan and schedule HAF programme activities across school holidays.
- Coordinate provider applications, ensuring completeness and compliance with programme requirements.
- Maintain and update programme documentation, including application forms, privacy policies, and grant agreements.
- Liaise with providers to collect and verify required documentation, including policies and procedures, and risk assessments.
- Prepare and process grant agreements using standard templates, ensuring accuracy and consistency.



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- Manage initial and second payment processes, liaising with finance teams, tracking approvals and maintaining an auditable record of decisions.
- Work within agreed procedures and delegated authority, escalating provider non-compliance, safeguarding concerns, data quality issues or financial anomalies to the relevant lead officer/manager.
- Maintain SharePoint folders and spreadsheets to ensure accurate and up-to-date records of applications, costs, and attendance.
- Monitor booking system entries to ensure provider information is correct and complete.
- Handle voucher code requests, ensuring appropriate referrals and data are submitted.
- Communicate with providers, schools, professionals, parents, and carers.
- Support quality assurance activity for the HAF programme, including arranging and carrying out (or supporting) provider monitoring visits in line with an agreed checklist, recording findings and actions, and escalating concerns in line with safeguarding and programme procedures.
- Support post-holiday reporting by collating attendance and evaluation data.
- Attend and support operational and steering group meetings as required.
- Share development opportunities and updates with providers throughout the year.

### **School Aged Childcare (SAC)**

- Support data collection and engagement with childcare providers to inform Stockport's annual early years and childcare sufficiency report, including evidence on supply, demand, sustainability and inclusion.
- Support data gathering and collation for DfE and internal management reporting across childcare programmes, including termly/annual monitoring returns as required.
- Support completion of required school-age childcare monitoring returns, including termly capacity surveys and the annual sufficiency proforma (supply, demand and cost), and contribute to wraparound sustainability monitoring where applicable.
- Check, cleanse and validate data to ensure accuracy, completeness and auditability, escalating quality issues and risks to the relevant lead officer.
- Support engagement with schools, trusts and providers to promote and join up the local SAC offer, including Free Breakfast Clubs (FBC), wraparound childcare, HAF and holiday provision.



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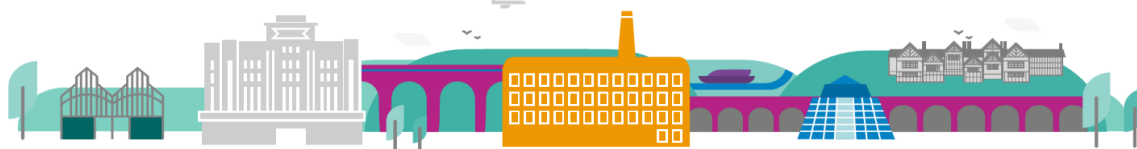
- Support collection of information about the local provider market and barriers to delivery (e.g., staffing, premises, affordability, inclusion) and help to connect families to childcare through clear signposting and information sharing.
- Provide information and guidance to new and existing participants in the FBC programme and wraparound childcare, signposting to relevant support and escalating complex queries appropriately.
- Support the facilitation of peer-to-peer networks (e.g., provider forums), including coordinating invitations, agendas, notes and follow-up actions.
- Work with colleagues and a range of partners (schools, trusts, PVI and VCFSE childcare providers) to support delivery of SAC-related activity and to improve understanding of local barriers to childcare.
- Create, maintain and securely store accurate information using SharePoint and other systems, in line with information governance and data protection requirements.

### Aligning the programmes

- Build and maintain an understanding of existing partnerships and pathways so that HAF, SAC, wraparound childcare and related initiatives align effectively.
- Support development and maintenance of a clear pathway for families that streamlines processes, improves signposting and reduces duplication across workstreams.
- Understand how Short Breaks fits into the wider pathway and support alignment of childcare and short breaks provision for families across the borough.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

### Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to



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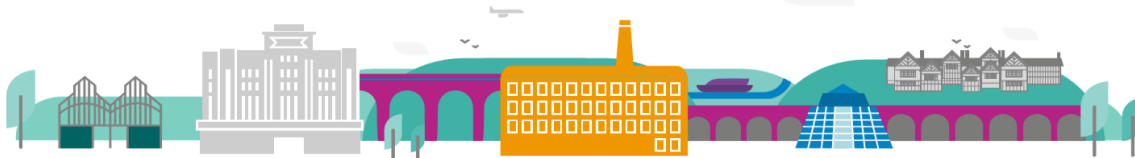
work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

## About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.
- Experience of working with children, families, or communities experiencing disadvantage or poverty.
- Strong organisational skills, with the ability to manage multiple tasks and deadlines.
- Ability and willingness to undertake provider visits/site monitoring across the borough as required, and to record and communicate findings appropriately.
- Excellent administrative skills, including prioritising competing demands, maintaining accurate records and working to deadlines.
- Excellent communication and interpersonal skills, with the ability to build effective relationships with a range of stakeholders including schools, community organisations, and families.
- Strong written communication skills, including the ability to produce clear, professional email correspondence and accurate meeting notes.
- Ability to collate, check and summarise data to support reporting, monitoring returns and service improvement.
- Ability to handle sensitive information appropriately and maintain confidentiality, in line with data protection and information governance requirements.
- Experience of partnership working, particularly with voluntary, community, faith, and social enterprise (VCFSE) organisations.
- Commitment to safeguarding and promoting the welfare of children and families.
- Knowledge of early years and childcare provision available to children and families (Desirable)
- Knowledge of local authority processes and procedures. (Desirable)
- Experience of managing grant funding or similar financial processes. (Desirable)



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- Experience of using online systems (e.g., booking platforms) to maintain provider and attendance information. (Desirable)

### **Required Skills and Competencies**

- Operational and programme coordination skills, including planning, tracking actions, maintaining delivery timelines and supporting evaluation activities.
- Attention to detail and accuracy in maintaining records and documentation.
- Ability to work independently and as part of a team.
- Problem-solving skills and the ability to respond flexibly to changing needs.
- IT literacy, including experience with Microsoft Office and SharePoint.

### **Organisational Context**

The HAF and School Aged Childcare Officer is part of Stockport Council's childcare sufficiency team, working closely with the Family Hubs team, Stockport Family and a range of internal and external partners. The role supports the council's strategic commitment to supporting families to thrive and improving outcomes for children and families across the borough. The postholder will support delivery of DfE school-age childcare expectations (including monitoring and sufficiency reporting) alongside local priorities.