

Job Profile

Position Details	
Post	Monitoring & Evaluation Assistant
Service Area	Early Years – Commissioning
Reports to	Performance & Data Analyst
Grade	SC3
Job Family	To be completed by HR

Role Purpose
The main purpose of the role is to process Two Years Old free entitlement applications submitted via the council's website. This is a statutory requirement that the council needs to fulfil.

Main Responsibilities
<ol style="list-style-type: none"> 1. To ensure that all visits conducted by Health Visitors are recorded on the eStart database, including the registration details of families seen during those visits. 2. To ensure that all Two Year Old Entitlement applications are processed within the Synergy (FSMB) and eStart databases, within set deadlines. 3. To utilise IT systems including: Synergy (FSMB), eStart and MS Excel to process and produce accurate statistical data. 4. To act as a first line of support for queries relating to the Children's Centres database and data collection. 5. To act as a first line of support for queries relating to Two Year Old Entitlement applications. 6. To work closely with the Performance & Data Analyst on all aspects of data collection, entry and database maintenance. 7. To liaise with the Health Visiting teams in relation to data collection and entry. 8. To maintain the eStart database, performing basic data cleansing as instructed. 9. To provide eStart reports when necessary. 10. To meet weekly, monthly and quarterly deadlines set and organise own workloads efficiently. 11. To assist in maintaining and developing effective record keeping and monitoring systems, including assisting in the drafting of internal user manuals and procedure documents. 12. To carry out the responsibilities of the post with due regard to the Council's Equal Opportunities policy. 13. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Abilities/Experiences	
• Experience of entering data into information systems/databases.	E
• Ability to communicate tactfully and effectively with members of the public, staff and other agencies	E
• Ability to demonstrate excellent accuracy and attention-to-detail	E
• Ability to organise and prioritise workloads, work on own initiative and follow guidelines and procedures, etc.	E
• Ability to work to set weekly, monthly and quarterly deadlines	E
• Experience of using various I.T. applications.	E
• The ability to learn new IT systems quickly and be able to train others on its usage	E
Knowledge/Skills	
• Knowledge of Estart database and Synergy (FSMB)	D
• Basic Word & Excel capabilities	E
• Learn new I.T. systems	E
• Understanding and commitment to promoting and implementing the Council's Equal Opportunities policy	E
• Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.	E
Qualifications	
• Intermediated I.T. or secretarial qualification	D
• ECDL	D

Main Contacts & Other Information

Main Contacts:

MAIN CONTACTS

1. Health Visiting Team
2. Family Nurse Partnership
3. Children's centres Teams
4. Haringey Council departmental services
5. Parents applying for Free Two Year Old Entitlement

Other Information:

This position requires the postholder to undergo a DBS (Disclosure 7 barring Authority) check.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
None				
Are the staff based at the same work location?				Not relevant
Will the post holder be responsible for contract / agency / project staff?				Not relevant

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	10%	Use of a computer.	Yes	90%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
None
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes – the post holder will be responsible for the accuracy of data entry onto two separate databases (including sensitive information about families). The post holder will be handling sensitive information sent in to the council to support families' applications for a free place – the post holder will need to process and then delete this information accordingly.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No