

Breakfast Café Co-ordinator			
Reference No:	A5292		
Service:	Childcare Services		
Job Family:	Childcare/Early Years	Grade:	FC5

Purpose
To co-ordinate and manage the safe, effective and efficient delivery of funded breakfast services across Fife.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Leading, managing, developing, and coaching teams of staff and working collaboratively with the wider childcare services team to ensure the effective and efficient delivery of funded breakfast services		Educated to SCQF level 8, which includes HND SVQ level 4 or equivalent Ability to travel throughout Fife	✓	✓
Ensuring services are operating to a high standard through the development and implementation of effective quality assurance systems and processes		Knowledge of legislation, key local and national guidance and best practice documentation Experience of developing and implementing effective quality assurance systems and processes	✓	✓
Recruiting, selecting, and inducting new staff to the breakfast services		Experience of managing an effective induction of new staff.		✓
Working in partnership with schools, external organisations and others to deliver breakfast services		Experience of effective partnership working	✓	
Supporting staff to action well-being or child protection concerns following Education Directorate policies and procedures		Knowledge of Child Protection Knowledge of GIRFEC		✓ ✓
Attending and or chairing a range of meetings within and out with the service to share information, plan services, contribute to the overall development of the service		Experience of managing and chairing meetings	✓	
Ensuring all staff are suitable trained to deliver high quality breakfast provision, including identifying training needs		Knowledge of Health and Safety	✓	

Carrying out administrative tasks such as inputting information into HR systems, purchasing of equipment and resources, writing reports etc.		Knowledge of Microsoft Applications		✓.
Contributing to the development of service policies and procedures, leading on the implementation of these in services and ensuring that these inform working practices		Experience of policy development		✓.
Ensuring services are providing effective customer service, and where necessary respond to complaints.		Experience of providing high quality customer service	✓.	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>