



Role Profile

Childcare Manager

Reference No:	1SS2468		
Service:	Childcare Services		
Job Family:	Childcare/Early Years	Grade:	FC7

Purpose

To lead and manage the delivery of childcare services ensuring that they provide high quality, child centred play-based experiences. To manage and develop a team of childcare staff, ensuring they are deployed effectively and have the correct skills and knowledge to deliver high quality experiences for children and young people. To develop and implement effective quality assurance and evaluation processes and develop service improvement plans with a focus on improving outcomes for children and young people.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading, managing, developing, and coaching a team of childcare practitioners and senior childcare practitioners, and working collaboratively with the wider childcare services team to ensure the effective and efficient delivery of childcare services.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

To ensure you achieve registration with SSSC as part of the Children and Young People Workforce within 6 months of starting in a new role, you must apply for registration within 3 months of your start date on the **Children and Young People - Manager** register.

To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual

E **D**

✓

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	<p>declaration via MySSSC. For this role, you must have a practice qualification and hold or be willing to achieve a manager qualification. The main management qualifications are detailed below:</p> <ul style="list-style-type: none"> • BA Childhood Practice • Postgraduate Diploma Childhood Practice • Masters of Education Childhood Practice • PDA Childhood Practice SCQF level 9 <p>For more details about qualifications and timeframes, go to https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</p> <p>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within the timeframe defined by SSSC.</p> <p>Experience of supervision and managing people</p> <p>Be able to demonstrate leadership of team(s)</p>	<p>✓</p> <p>✓</p>	
<p>Ensuring services are operating to a high standard through the development and implementation of effective quality assurance systems and processes.</p>	<p>Knowledge of key local and national guidance and best practice documentation</p> <p>Experience of developing and implementing effective quality assurance systems and processes</p>	<p>✓</p> <p>✓</p>	
<p>Deploying effectively, efficiently, and safely a group of childcare staff to meet the needs of children and young people who access the service, in line with policies, procedures and legislation.</p> <p>Recruiting, selecting, and inducting new childcare staff.</p>	<p>Knowledge of relevant legislation</p> <p>Knowledge of the SSSC Codes of Practice</p> <p>Experience of managing an effective induction of new staff.</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

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Working in partnership with children, young people, their families, and professionals to plan care needs, including the creation of effective care plans to support positive outcomes.	Experience of effective partnership working	✓	
Leading on the development of fun, play-based activities for children and young people, including the development of holiday programmes	Experience of creating and implementing effective care plans	✓	
Providing regular and effective support and supervision of staff to identify areas of strength and development needs, including the creation of personal development plans.	Knowledge of key play work theory	✓	
Supporting staff to action well-being or child protection concerns following Education Directorate policies and procedures	Experience of using coaching approaches		✓
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 providing effective support and supervision		✓
Supporting the creation and delivery of training and professional learning opportunities to develop staff skills, knowledge, and experiences.	Knowledge of child protection	✓	
Conducting administrative tasks such as inputting information into the childcare billing and management system and HR systems, purchasing of equipment and resources, checking and auditing of purchasing cards, writing reports and letters.	Knowledge of GIRFEC	✓	
Contributing to the development of service policies and procedures, leading on the implementation of these in services and ensuring that these inform working practices, including the development of risk assessments	Experience of managing and chairing meetings	✓	
Ensuring services are providing effective customer service, and where necessary respond to complaints.	Experience of creating and delivering training and professional learning opportunities		✓
	Experience of Microsoft applications		✓
	Experience of policy development		✓
	Experience of managing changes		✓
	Knowledge of health and safety		✓
	Experience of providing high quality customer service	✓	

E = Essential Criteria D = Desirable Criteria

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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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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>

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