



Role Profile

Childcare Manager

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|---------------|-----------------------------------|-------------------|------------|
| Reference No. | I457.01 | Type | Individual |
| Service | Education and Children's Services | | |
| Job Family | Professional 1 | Anticipated Grade | FC7 |

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

Ensuring sufficient numbers of staff are in place at all times, in accordance with ratios set out in National Care Standards to support and promote practice that reflects the needs and protects the rights of children & young people

Supervising and where appropriate, engaging in play activities with the children, actively encouraging the children's participation at all times.

Purpose

The Childcare Manager will manage and oversee a group of Childcare Services, to ensure the provision of safe, caring environments offering a range of active, stimulating and restful activities for pre-school and school age children before and after school and during holidays.

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

E **D**

Relevant Degree or qualification to SCQF level 9 (PDA Childhood Practice or Post Graduate Childhood Practice) and / or SVQ IV in Play Work or similar which would allow SSSC registration as Lead Practitioner

✓

Hyperlink to the SCQF Framework
www.scqf.org.uk/framework-diagram

Workers new to role must gain registration with the Scottish Social Services Council (SSSC) within six months of start date in this role and maintain registration throughout the period of employment in this role

Experience of working with children aged 6 weeks – 14 years (Focus on Customers – See How We Work Matters Framework)

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| <p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p> |
| <p>Assisting the childcare staff in consulting with the children, then contribute to planning, preparing, implementation and evaluation of a variety of stimulating, creative and age appropriate activity opportunities for the children, ensuring that individual children's needs are met.</p> |
| <p>Working in partnership with parents / carers and sometimes other professionals, to encourage open communication and involvement in the Childcare Services.</p> |
| <p>Acting as Child Protection Coordinator for your group of services and to be aware and alert to situations of child neglect and possible abuse and act in accordance with the Education and Children's Services Child Protection Policy and Fife Inter-Agency Guidelines.</p> |
| <p>Ensuring a safe, secure and friendly environment is maintained for the children and in accordance with Fife Council and Fife Childcare Policies and Procedures, current Health & Safety Legislation, Food Hygiene Regulations, Care Inspectorate National Care Standards, SSSC Codes of Practice and Data Protection Act.</p> |
| <p>Implementing regular evaluation of the service(s) which will help to identify areas of the service which may require improvement and put in place plans / actions which will ensure that improvement can be achieved.</p> |
| <p>Carrying out regular review of Health & Safety Risk Assessments, organising fire drills – recording and reporting action taken as appropriate.</p> |

| Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
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| Experience in planning, preparation and delivery of a wide range of activity programmes around children's needs (Deliver Results) | | ✓ |
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| Knowledge and understanding of Manager's role in regard to Child Protection | | ✓ |
| An understanding of the underpinning principles of GIRFEC and the implications for partnership working | | ✓ |
| Knowledge and understanding of: <ul style="list-style-type: none"> • National Care Standards • SSSC Code of Practice • Health & Safety Legislation • Food Safety Management • Children's Rights | | ✓ |
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| Knowledge and understanding of current Health & Safety Legislation | | ✓ |

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| <p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p> |
| <p>Carrying out feasibility studies to determine service demand, then responding by developing new Childcare Services in appropriate locations, while balancing this with the need to ensure services remain cost effective and financially viable.</p> |
| <p>Recruiting, selecting and inducting new staff, providing ongoing support and supervision, allocating work, approving leave / time off (and arrange cover for annual leave and other absence) , contribution management and ensuring their continued professional development including ensuring that they maintain SSSC registration. Assisting in the development and delivery of in-house training programmes for staff working in the Childcare Service.</p> |
| <p>Convening and chairing regular meetings with the cluster team(s) for the purposes of dissemination of information, staff training, and ensuring consistency of approach across the service and to provide ongoing management support.</p> |
| <p>Working in conjunction with other staff, carry out administration and financial procedures, record keeping (both electronic and paper based), ordering and purchasing in accordance with Fife Council procedures, including for example; maintaining daily attendance registers, children's registration records and care plans, emergency contact lists and similar information.</p> |
| <p>Working collaboratively with local colleges with regard to the placement of trainees / or volunteers and support their learning while in the service.</p> |
| <p>Participating in the Duty Childcare Manager rota during the hours of service operation (7.30am till 6pm, Mon – Fri) as a point of contact in the case of an emergency.</p> |

| Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
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| | | |
| Experience of supervising and managing people (Take Ownership) | ✓ | |
| Be able to demonstrate leadership of team(s) (Work Together) | ✓ | |
| Proficient user of Microsoft Office Suite and other software including Fife Council software packages (Embrace technology and information) | ✓ | |
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| Sound observation, judgement and decision-making skills | | |

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| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

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| 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 of Specialist tasks

| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required | | | | |
|--|--|---|--|-------------------------------|
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children <input checked="" type="checkbox"/> | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/> | None <input type="checkbox"/> |
| | Basic Disclosure <input type="checkbox"/> | Standard Disclosure <input type="checkbox"/> | Enhanced Disclosure <input type="checkbox"/> | |

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| Additional Information – the following information is available: | Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees: |
| <ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters | <ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results |