

Person Specification

Position Title	Senior Early Years and Childcare Manager
Division / Section	Children, Education and Communities
Service Area	Communities and Families
Responsible To	Head of Education (Early Years, Parental Engagement and Education Operations.

Heading	Essential explanation and examples	Desirable explanation and examples
Experience	• High level of specialist knowledge in relation to the Council's legislative requirement to provide high quality early learning and childcare that is flexible, affordable and accessible for parents and carers. • Knowledge and understanding of local and national early years policies, strategies and ambitions. • Experience working collaboratively within a team environment. • Experience managing sensitive or confidential information. • Experience using digital systems relevant to the role.	These should support excellence but not be barriers. Examples • Experience working in a local government or public sector environment. • Experience of leading or mentoring others. • Experience of service improvement projects or change initiatives. • Experience of representing an organisation at a national level. • Experience of preparing reports and recommendations on complex polity, strategic and operational matters.
Knowledge, skills and understanding	• Ability to communicate clearly (verbal and written) with a diverse range of stakeholders. • Strong organisational and prioritisation skills. • Ability to analyse information and make sound decisions. • Knowledge of relevant legislation, policies or service standards (only if genuinely essential). • Ability to work respectfully, with integrity and flexibility in line with Council behaviours.	• Skills in facilitating engagement, consultation or partnership working. • Understanding of continuous improvement tools or methods
Qualifications and training	• Relevant professional registration if required for the role. • BA Childhood Practice Level 9 • Child Protection Level 4.	• Additional training or certification that enhances performance but is not essential. • Commitment to undertake mandatory training once in post.
Job specific requirements	• PVG membership or Disclosure Scotland clearance if required. • Ability to work unsociable hours, shifts, or weekends. • Physical or environmental requirements that are genuine and reasonable. • Ability to travel between work sites as required.	• Ability to represent the service at external events or forums. • Willingness to undertake further role related duties as service needs evolve.