**SERVICE CO-ORDINATOR SPECIFICATION**

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| Skills and Abilities | * A valid driver’s licence and access to a vehicle
* Ability to use Microsoft Office
* Ability to write reports to a high standard
* Excellent communication skills
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| Experience | * Management experience
* Understanding the needs of children and families with additional support needs
* Experience of managing/supervising a childcare setting
* Experience in reporting to and working with the Care Inspectorate
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| Knowledge | * Degree in childhood practice or equivalent qualification
* A qualification which is relevant for the purposes of registration with the SSSC and Care Inspectorate.
* Sound knowledge of child protection policy and procedures
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| Personal Attributes and Other Requirements | * The ability to work flexibly and according to the varying needs of the service
* Be a team player
* Ability to use initiative
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