**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 |
| 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 |
| 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 |
| 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 |