

Twilight Duty Manager

Professional Qualifications and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified to Level 3 in Play work, Youth Work or equivalent. • Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision. • Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare. • Understanding and knowledge of safeguarding practice. • Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act. 	<ul style="list-style-type: none"> • First aid in schools • Food Hygiene Level 2
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of leading and managing high quality wraparound provision. • Experience of collaborative work with a range of practitioners and agencies. • Experience of working with parents/carers. • Experience of safeguarding children. • Experience of evaluating, monitoring and improving service quality. 	<ul style="list-style-type: none"> • Experience of project management
Personal skills and general competencies	
Essential	Desirable
<ul style="list-style-type: none"> • A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. • Strong interpersonal skills to be able to influence others including colleagues, senior managers and providers. • Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. • Ability to meet agreed objectives and delivery targets by the effective use of resources. • Ability to communicate clearly and effectively using a range of methods. • Ability to maintain accurate records. • Ability to promote inclusion and equal opportunities. • Ability to recognise and respond to safeguarding issues in line with relevant policies. • Ability to use ICT appropriate for the role. • Ability to work on own initiative and as part of a support team 	<ul style="list-style-type: none"> • Ability to use data to develop and monitor provision. • Ability to work collaboratively with a range of practitioners and services.