Little Bugs

Person Specification – Outdoor Childcare Manager

Requirements	Essential Criteria	Desirable Criteria	Assessment
Qualifications / Education / Training	1. BA in Childhood Practice (SCQF Level 9) or equivalent relevant qualification, or actively working towards the required qualification in line with registration requirements. 2. Registered or eligible to register with the SSSC in the appropriate manager category; understanding of SSSC Codes of Practice and ongoing professional learning requirements. 3. PVG scheme membership and suitability to work with children. 4. Evidence of ongoing CPD and commitment to professional development.	1. Forest Kindergarten/Forest School or other outdoor learning qualification. 2. Assessor, mentoring or coaching qualification.	CV and interview
Experience and Leadership	1. Substantial experience in early learning and childcare, including supervisory or management responsibility. 2. Confident in staff performance management, including supervision, appraisal, setting objectives, constructive feedback, addressing underperformance and supporting staff wellbeing. 3. Experience leading teams, delegating effectively and maintaining accountability for high standards. 4. Ability to plan and deliver staff meetings, development days and training.	1. Experience managing a large or fully outdoor childcare provision. 2. Experience with staffing rotas, budgets and operational planning.	CV and interview
Additional Support Needs and Inclusion	1. Sound understanding of additional support needs (ASN), neurodiversity and inclusive practice, and ability to adapt environments and learning to support individual children. 2. Ability to work collaboratively with families and relevant professionals to plan, implement and review appropriate support strategies. 3. Confident in contributing effectively to multi-agency and professional meetings, articulating children's strengths, needs and progress, and following through agreed actions. 4. Understanding of safeguarding, child protection and confidentiality in professional information sharing.	1. Experience coordinating child-centred support plans and multi-agency reviews. 2. Relevant ASN training or experience supporting children with complex needs.	Application form and interview
Outdoor Learning and Pedagogy	1. Strong understanding of Curriculum for Excellence at Early Level, play pedagogy, observation, assessment and responsive child-centred planning. 2. Ability to lead holistic outdoor learning, appropriate risk-benefit assessment and inclusive, stimulating setting design. 3. Commitment to embedding Learning for Sustainability and children's connection with nature.	1. Experience developing outdoor learning environments and mentoring colleagues in outdoor pedagogy.	Application form and interview
Quality Assurance and Regulation	1. Knowledge of the Care Inspectorate quality framework, inspection and self-evaluation processes, and relevant early learning and childcare guidance.	1. Experience participating in inspections and leading improvement actions.	Application form and interview

	2. Ability to lead improvement planning, evaluate practice and use evidence to drive sustained improvements. 3. Understanding of the responsibilities of a registered childcare manager, including SSSC standards, policies, records and safe practice.		
Communication and Stakeholder Relationships	1. Excellent written and verbal communication, including confidence in challenging and sensitive conversations. 2. Ability to build effective relationships with parents, carers, colleagues, schools, local authorities, external professionals and other stakeholders. 3. Confidence representing Little Bugs professionally in meetings and community events. 4. Ability to support parent forums, open mornings and evenings, summer celebrations and Christmas fayres.	1. Experience leading parent engagement initiatives and wider community partnerships.	Application form and interview
Personal Attributes and Other Requirements	1. Warm, approachable, resilient and decisive leadership style. 2. Strong organisational skills, initiative and the ability to prioritise competing responsibilities. 3. Enthusiasm for working outdoors in all seasons and commitment to the Little Bugs ethos. 4. Competence with digital records and everyday office systems.	1. Full UK driving licence. 2. Paediatric first aid and food hygiene qualifications.	Application form and interview