**Personal Specification for Cumnor House Nursery Site Manager**

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| **Specification** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum NVQ Level 3 in Child Care and Education or equivalent | X |  |
| Hold or working towards or willing to undertake a relevant degree in Childhood Studies |  | X |
| Numeracy equivalent to Maths GCSE/Standard Grade at grade C or above | X |  |
| Literacy equivalent to English Language GCSE/Standard Grade at grade C or above | X |  |
| **Experience** |  |  |
| A minimum of 2 years working with 0-5 year olds | X |  |
| Previous management experience |  | X |
| **Competencies** |  |  |
| Ability to formulate operational plan | X |  |
| Ability to plan Rota’s and effectively deploy staff | X |  |
| Ability to manage and monitor staff, especially new staff and students, including leave and absence | X | X |
| Knowledge of additional support needs | X |  |
| Experience of recruitment, interviewing, monitoring staff development and evaluating training needs |  | X |
| Experience of managing grievance and disciplinary matters |  | X |
| Understanding or appreciation of the importance of equal opportunities in the workplace | X |  |
| Computer literacy equivalent to Information Communication Technology GCSE/Standard Grade at grade  C or above | X |  |
| Paediatric First Aid certificate or willingness to undertake training | X |  |
| Ability to monitor staff development and identify training needs | X |  |
| Ability to ensure effective child development monitoring and tracking | X |  |
| Sound knowledge of how children learn and develop | X |  |
| Knowledge of child protection/safeguarding | X |  |
| Food hygiene certificate |  | X |
| Experience of communicating with parents | X |  |
| Ability to organise and lead staff meetings | X |  |
| Experience of marketing |  | X |
| Ability to manage budgets effectively | X |  |
| **Willingness to work flexibly, demonstrating enthusiasm and commitment to the role** | |  |
| Effective communicator both written and oral | X |  |
| Neat and professional appearance | X |  |
| Professional approach to all aspects of work | X |  |
| Suitable References | X |  |
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