

PERSON SPECIFICATION

Nursery Manager

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS and TRAINING	<ul style="list-style-type: none"> • Minimum Level 3 childcare qualification • Evidence of continuous professional development • Paediatric first aid and food hygiene qualification (training will be given) 	<ul style="list-style-type: none"> • Level 4 childcare qualification • Teaching qualification/Early Years Teaching qualification • Degree in Child Development, Early Years Education or Childhood Studies, or an Advanced Early Years Practitioner Apprenticeship • Evidence of managerial training, how to manage people, financial awareness, recruitment and staff development
EXPERIENCE	<ul style="list-style-type: none"> • Management experience in a good or outstanding nursery (minimum 2 years' experience) • Experience of managing, supervision, and appraisal of staff 	<ul style="list-style-type: none"> • Experience of the independent school sector
KNOWLEDGE and UNDERSTANDING	<ul style="list-style-type: none"> • Extensive knowledge of the EYFS and of high-quality Early Years practice, including statutory requirements including Ofsted • Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/inclusion • Knowledge of how to provide effectively for the needs of all children, including those with additional needs • Commitment to equal opportunities for all children and staff 	<ul style="list-style-type: none"> • An understanding of the independent school sector
SKILLS AND APTITUDES, COMMUNICATION	<ul style="list-style-type: none"> • Excellent communication skills at all levels • Excellent organisational skills • Able to motivate and develop an effective team • Excellent ICT and administration skills • Able to think critically and make decisions 	
DISPOSITION	<ul style="list-style-type: none"> • Commitment to the safety and welfare of all children • A warm and caring personality – friendly and approachable • A professional attitude and manner • Strong team working skills • Able to work under pressure • Able to demonstrate reliability and initiative • Able to carry out light physical duties to include lifting children and setting up resources 	