

## Personnel Specification – Kindergarten Class Manager

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. Recent Paediatric First Aid certificate	A	Desirable
	5. Basic Food Hygiene	A	Desirable
Relevant Experience	6. Experience in working with children	A & I	Essential
	7. Experience of working in an early years setting	A & I	Essential
	8. Experience of implementation of EYFS	A & I	Essential
	9. Experience of working in partnership with parents	A & I	Essential
General and Special Knowledge	10. Knowledge of legislation relevant to Early Years such as Development Matters, SEN, Keeping Children Safe in Education Sep 2018	A & I	Essential
	11. Knowledge of Child Development and children's needs	A & I	Essential
	12. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	13. Ability to communicate well with adults and children	A & I	Essential
	14. Ability to work as part of a team	A	Essential
	15. Ability to write legibly	A	Essential
	16. Good presentation skills	A	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	A & I	Essential
	18. Good organisational skills	A & I	Essential
	19. Ability to demonstrate creative abilities	A & I	Desirable

Any Additional Factors	20. Understanding of Equal Opportunities	A & I	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	22. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

**Key:**

A = Application

I = Interview