

Person Specification

Deputy Nursery Manager

KEY COMPETENCIES

	Essential	Desirable	
Education & Qualifications	<ul style="list-style-type: none">● GCSE English & Maths● Level 3 Diploma in Childcare/BTec Early Years	<ul style="list-style-type: none">● BA in Early Childhood Education● SEN accreditation● Paediatric or other First Aid Certificate	A/I
Knowledge & Experience	<ul style="list-style-type: none">● Proven experience in a supervisory or leadership role within an Early Years setting (e.g., Senior Practitioner, Room Leader, or Deputy/Assistant Manager).● Excellent knowledge of the Early years foundation stage and current Ofsted statutory guidance● Comprehensive understanding and practical experience of implementing robust Safeguarding and Child Protection policies and procedures.● Experience of assisting with or conducting staff performance management, supervision, and appraisals.● Knowledge of meeting needs of under 2's	<ul style="list-style-type: none">● Experience of working with children with special needs● Knowledge of early years and child development theories	A/I
Skills & Abilities	<ul style="list-style-type: none">● Empathy and understanding of children under 5● Excellent verbal and written communication skills with staff, children and parents● Competent IT skills for administrative tasks, record keeping, and communication (e.g., Google	<ul style="list-style-type: none">● Additional leadership training in management or coaching	I/O

	<p>Workspace/Microsoft Office).</p> <ul style="list-style-type: none"> ● Demonstrate ability to lead, motivate, and develop a diverse team, ensuring high standards of practice and compliance. ● Ability to write reports and keep clear accurate records ● Good organisational & administrative skills ● Able to lead the team and respond to operational situations in a calm manner ● Able to work on own initiative ● Ability to assist the Heads of Nursery with staffing and operational planning. 		
Personal Competencies & Qualities	<ul style="list-style-type: none"> ● Passionate to transform the learning lives of under 5's, from babies upwards ● Patience, a caring approach and a sense of humour ● Able to meet deadlines and organise creative activities ● Demonstrate a friendly and professional approach to all stakeholders 	<ul style="list-style-type: none"> ● Demonstrates additional knowledge through hobbies and interests 	I/O

Assessed criteria – A –Application I – Interview R- reference O - Observation