



Nursery Manager - PERSON SPECIFICATION

	Essential	Desirable
Qualifications	NVQ level 3 in Early Years Education or Equivalent	Ability to demonstrate additional training courses attended. GCSE in English and Maths - Grade C or above. Evidence of further and recent relevant training - Paediatric First Aid, Food Hygiene, Safeguarding General, Forest School, SENCO, DSL.
Experience	5 years Significant experience of working in an early years setting or another relevant setting. Min. 3 years experience of Management Willingness to improve practice further.	Experience of effectively motivating, leading and managing a small team. Liaising with parents and other professionals. Experience of Forest School.

Knowledge and Understanding	<p>Excellent Working knowledge of: The Early Years Foundation Stage & Birth to 5 Years</p> <p>Excellent knowledge of Child Protection A clear commitment to and knowledge of Safeguarding Procedures. Understanding of the need to provide a stimulating, caring and consistent environment for the children. Have a clear understanding of the importance of confidentiality. A thorough understanding of children's needs, development and behaviour. Experience of record keeping. Ability to use common ICT tools. Knowledge of Ofsted expectations and the inspection process. The ability to plan using the Early Years Foundation Stage and Development Matters. A sound knowledge of health and safety procedures on and off site.</p>
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Skills and Abilities	<p>Professional and mature approach to work.</p> <p>Skills to inspire children and promote their development.</p> <p>To be patient and empathetic to the children's needs.</p> <p>The ability to enthuse and engage.</p> <p>The ability to supervise children and promote positive behaviour.</p> <p>Proven effectiveness of working as part of a team.</p> <p>Liaise and communicate effectively and professionally with parents, carers and other professionals.</p> <p>Excellent organisational and communication skills.</p> <p>The ability to promote a stimulating, caring and safe environment for children.</p> <p>To demonstrate a good understanding of equality and diversity.</p> <p>Keep accurate records.</p> <p>Be prepared to undertake additional training as required.</p> <p>Punctuality.</p> <p>The ability to work flexibly as required to support the team.</p> <p>To be able to manage all daily responsibilities, staff and ensure the well-being of the children.</p>
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Additional requirements	<p>Enhanced DBS Check and Satisfactory references are required before employment commences.</p> <p>The physical ability to set up and clear away playgroup equipment and facilitate Forest School.</p>
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