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| **Nursery Manager Person Specification** |
| **Essential requirements based on job description** |
| **Education & Qualifications** |
| * NNEB, CACHE Level 3, NVQ Level 3 or equivalent * Suitable level 2 maths qualification (Functional skills qualification in maths at level 2; GCSE or International GCSE qualification in maths to at least grade 4 (or grade C); Key skills qualification in application of number at level 2; A Level or AS Level qualification in maths or pure maths and/or further maths to at least grade E; O Level qualification in maths to at least grade C; CSE grade 1 maths; Basic skills certificate L2 – certificate in adult numeracy.) |
| **Experience/knowledge** |
| * At least 3 years’ experience working in an EYFS setting * Experience working in management in an EYFS setting as a senior member of staff * Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. * Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion. * Knowledge and proven practical experience of implementing good quality learning opportunities. * Understanding of relevant Safeguarding practice and awareness of relevant legislation. * Commitment to equal opportunities and understanding of religious and cultural diversity. * Ability to create and implement basic systems for child records. * Ability to manage budgets effectively * Experience of marketing and admissions processes |
| **Skills and Abilities** |
| * Be responsible, patient and approachable, with a caring personality * Good numeracy and literacy skills * Excellent verbal and communication skills with staff, children and parents * Ability to relate well to children and adults * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to write detailed reports and keep clear and accurate records * Ability to lead a team, manage effectively and efficiently upholding positive working   relationships and an effective mentor.   * Ability to observe, assess and report on children's behaviour * Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality. * High level of initiative and creativity * Ability to plan, devise and develop systems of work * Empathy and understanding of children under five * Good IT skills * Reliable, enthusiastic, and flexible |
| **Desirable Criteria** |
| * Working towards (or completed) EYP, Early Years’ degree or EYLP Level 5 * Paediatric First Aid * Level 2 Food Safety and Hygiene * Safer recruitment training * Enhanced DBS Check on the update service |