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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.)
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| **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
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| **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
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| **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
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