

## **Person Specification for Deputy Nursery Manager**

	E	ssential	Desirable
Qualities and Experience:			
Foundation Degree in Early Years or			
NVQ level 3 or equivalent qualification		<b>√</b>	
Experience:			
3 years post qualifying experience in a Nur	sery Setting	<b>√</b>	
Experience in a Senior Position		√	
<ul> <li>Experience of working with children aged 2</li> </ul>	. – 5 years	<b>√</b>	
<ul> <li>Working within a Day Nursery setting</li> </ul>		<b>√</b>	
<b>Education / Training Qualifications:</b>			
Foundation degree in Early Years or			
<ul> <li>Level 3 Early Years Education and Childcar</li> </ul>	e qualification or NVQ	<b>√</b>	
Other acceptable qualifications	-		√
A recent First Aid qualification			
Basic Food and Hygiene Certificate			√ √ √
Annual Safeguarding Certificate			<b>√</b>
Specialist Knowledge			
Knowledge of The Children Act		<b>√</b>	
Knowledge of the Foundation Stage		√	
Knowledge of Birth to Three Matters		<b>√</b>	
Knowledge of OFSTED Standards		√	
The ability to demonstrate an up to date kills.	nowledge of current	-	
thinking and development in early years	3	✓	
<ul> <li>Awareness of planning/record keeping and</li> </ul>	Kev Worker systems	V	
Awareness of Health and Safety and Risk A		V	
Skills and Abilities		•	
An in depth understanding of Equal Opport	unities	✓	
Ability to communicate confidently with a v			
Good organisational skills	. 5	V	
<ul> <li>Ability to prioritise work and delegate appr</li> </ul>	opriately	Ý	
To be able to feedback information in the factors are a second and a second are a second ar		<b>∀</b>	
To support the Nursery Manager and Staff	Team	√	
To be able to manage the nursery in the all	sence of the Nursery Manager	✓	
To be able to promote the nursery in a pos		<b>√</b>	
An understanding of children's needs and be a compared to the compared to		<b>√</b>	
The ability to set appropriate limits for child		✓	