

Nursery Manager Person Specification

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the E/D column. The final column indicates how the element will be assessed: A= Application, I= Interview, T =Task, R= Reference
When completing your application form, please ensure you demonstrate through evidence, how you meet the criteria.

A Professional Training and Qualifications			
A1	NNEB, NVQ Level 3 Early Years Childcare and Education or equivalent	E	A
A2	Level 2 qualification in Maths	E	A
A3	Relevant Early Years curriculum training.	E	AI
A4	A commitment to undertake further training and development	E	AI
A5	Paediatric First Aid Training or agreement to undertake within 3 months	D	A

B Experience			
B1	Have at least four years' experience of working in an early years or educational setting with children aged 5 and under	E	AIR
B2	Minimum 2 years' experience of a post with management / supervisory responsibilities	D	AI
B3	Experience of implementing a high quality Early Years Curriculum	E	AI
B4	Preparation for Ofsted inspections; and achievement of positive Ofsted reports.	D	AI
B5	Has contributed to multi-disciplinary teams regarding the promotion of SEND, Safeguarding Health & Safety and/or emotional well-being of children.	D	AI
B6	Experience of working with a team of professionals regarding planning and assessments.	E	AI
B7	Experience of working in a team and supporting colleagues	E	AI
B8	Experience of supporting children with SEND	E	AI

C Professional Knowledge, Skills and Understanding			
C1	Able to lead, manage and take overall responsibility for the day to day management of the Nursery setting, achieving high performing teams with a positive ethos	E	AI
C2	A strong understanding of the Early Years Framework and learning needs and development of young children aged 0 – 5 years and an ability to support staff in the delivery of appropriate learning and play opportunities	E	AI
C3	Able to meet deadlines and work with both direction and initiative	E	AI
C4	A good knowledge and understanding of ICT systems and administrative systems	E	AI
C5	Ability to deal with conflict in a constructive manner and promote positive behaviour management strategies	E	AI
C6	Ability to carry out staff support and supervision and support staff in achieving their targets.	E	AI
C7	Understanding and use of financial systems used to support the nursery including collection of fees, funding sources, petty cash, headcounts.	D	AI
C8	Ability to keep accurate financial records as they relate to nursery orders and fees	E	AI
C9	A secure knowledge of current Early Years statutory documentation and guidance, developments and initiatives	E	AI
C10	Strong verbal and written communication skills	E	AI
C11	Able to undertake effective, objective and purposeful self-evaluation of the setting, develop and implement plans for improvement including to prepare for Ofsted Inspections and implementation of any recommendations	E	AI
C12	Ability to work effectively as part of a multiagency team	E	AI
C13	Ability to keep and create accurate written records and write reports	E	AI
C14	Ability to implement and monitor all the policies and procedures of the setting including child protection	E	AI

D Professional attributes			
D1	An understanding of and a personal commitment to the Vision and Values of Fazakerley Children's Centre Nursery	E	A
D2	Promoting all policies and procedures including those related to the Safeguarding and Equal Opportunities.	E	A
D3	A firm commitment to inclusion, equality and partnership with children, parents and carers.	E	AI
D4	A firm commitment to promoting the inclusion of children who may be vulnerable or have a disability and or special educational need in the setting	E	AI
D5	To undertake training and supervision as required by management	E	A
D6	To work flexibly to support the overall operation of the setting	E	A
D7	This post is subject to Enhanced CRB Disclosure	E	A