

Person Specification – Deputy Pre-School Manger

MAIN PURPOSE OF THE JOB		To work as a key person and as part of the pre-school team under the direction of the EYFS Leader and Headteacher to lead the Pre-school by providing safe, high quality education and care for young children. To maintain a stimulating and enjoyable environment.	
	ESSENTIAL	DESIRABLE	ASSESSMENT
EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS, TRAINING	A full and relevant level 3 early years qualification or above e.g. Level 3 Diploma for the Children and Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development	Completion of Safeguarding and Prevent course within last 3 years – for Safeguarding Designated Person role	Application, Interview
	GCSES (or equivalent) at Grade C and above to include Maths and English	Early Years SENCO Trained	
		First Aid Trained	
EXPERIENCE AND KNOWLEDGE	Three year's experience of working in a pre-school setting	Experience of working as a key worker	Application, Interview
	Ability to plan and implement a pre-school curriculum	Experience of a management role in a child care setting	
	Have previous experience of planning activities	Knowledge and understanding of the type of external support that is available to support children's development and how to access these services	
	Working knowledge of Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies	Experience of managing staff, motivating teams and recruiting new staff members	
	Ability to work with parents/carers and to encourage their involvement	Awareness of developing technologies and their place in the learning environment	
	Knowledge and understanding about the developmental and learning needs of young children, particularly in relation to the Early Years Foundation Stage curriculum	Contribute ideas at school meetings for developing the early year's provision; this may include policy writing and the school development plan	
	Knowledge of particular health and safety issues relevant to this age range	Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	
	To be able to use ICT to support the delivery of EYFS curriculum		
JOB RELATED APTITUDE AND SKILLS	The ability to work positively and effectively both individually and as part of a team, cooperation and respect are essential		Interview

	Enthusiasm for giving children the highest quality care and education opportunities		
	Caring, friendly, approachable, open, inclusive, welcoming, and personable		
	Ability to engage with groups of children		
	Effective interpersonal skills, enabling positive communication with other members or staff, children, parents and visitors		
	Awareness of the importance of confidentiality enabling relevant information to be handled appropriately		
	The ability to act flexibly adapting to changes within the setting, children and school		
	Willing to undertake further training for professional development if required		
	Ability to self-evaluate learning needs and actively seek learning opportunities		
	Reflective approach and commitment to personal development		
	Ability to work independently using own initiative		
	Experience of keeping written records of children's achievements including observations		
	Ability to promote and market the service to the wider community		
ADDITIONAL REQUIREMENTS	Any understanding and commitment to equal opportunities	Ability to write clear reports.	Interview
	An awareness of all policies, procedures and documentation with the ability to follow and comply		
	An understanding of health and safety in the workplace		
	An understanding of confidentiality and safeguarding		
ADDITIONAL INFORMATION			
The Diamond Learning Partnership Trust is an equal opportunities employer, committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) Check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration.			