

**Bramble Infant School & Nursery**  
**Nursery Manager Person Specification**

**Essential**

**EDUCATION & TRAINING – Application and Certificates**

NVQ3 or equivalent in early years and childcare  
First Aid Certificate (Paediatric)  
Basic safeguarding Training  
Equal Opportunities Training

**KNOWLEDGE & EXPERIENCE – Application, Reference and Interview**

Experience of working in a Nursery/Pre-School setting  
Supervisory experience within a similar setting  
Health and Safety Procedures  
Child Development and Behaviour  
Working with special needs  
Sound knowledge of Safeguarding  
Childcare Legislation  
Early Years Foundation Stage  
Equal Opportunities practice

**SKILLS & ABILITIES – Application, Reference and Interview**

Able to plan, organise and implement the Early Years Foundation Stage  
Able to manage and lead a team of staff  
Leadership Skills  
Able to work with parents positively and encourage their involvement  
Able to work on own initiative  
Able to write clear records and reports  
Good communication skills with key stakeholders

**OTHER -Application, Reference and Interview**

Enthusiasm for the role  
Friendly, professional approach  
Personal development

**Desirable**

**EDUCATION & TRAINING – Application and Certificates**

Relevant Level 6 qualification in Early Year's and childcare  
Portsmouth Integrated working and safeguarding programme modules 1-4

**KNOWLEDGE & EXPERIENCE – Application, Reference and Interview**

Performance Management of staff  
Experience of administration including supporting budget management  
Planning and delivering staff training and development.