

Person Specification for Nursery Manager

E = Essential D = Desirable		Criteria
Qualifications & Knowledge	Level 5 or above qualification relevant to the EYFS framework.	E
	GCSE grade A*- C or equivalent in English and Maths	E
	Current Paediatric qualification	D
	Secure knowledge and understanding of the new Early Years Framework and curriculum	E
	Secure knowledge & understanding of the Early Years Foundation Stage (EYFS) and Nursery Management	E
	Sound knowledge of safeguarding and child protection procedures.	E
	Knowledge of key Health & Safety considerations of the role	E
	Understanding of responsibilities under the SEND Code of Practice	E
Experience	Previous experience of managing a Nursery	E
	Significant previous experience of supporting children in the Early Years stages of education.	E
	Demonstrable commitment to equal opportunities, leading and modelling high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds.	E
	Demonstrable commitment to working effectively with young children and families.	E

Practical Skills	Ability to effectively manage, motivate and lead a team of Nursery staff, and to have a strategic view over the whole Nursery.	E
	Ability to plan and provide a stimulating Nursery environment that promotes enquiry, activity and encourages personalised learning for all.	E
	Friendly and flexible approach at work which facilitates the development of effective relationships with colleagues, children and parents.	E
	Excellent planning and organisational skills.	E
	Good ICT skills and knowledge of how to use ICT effectively to support your professional role.	E
Personal Qualities & Attributes	Ability to create and maintain positive relationships with other supporting adults in the Nursery.	E
	Good communication skills and ability to communicate sensitively and effectively with parents, carers and pupils.	E
	Commitment to engage in own Continuous Professional Development (CPD) in order to ensure that you maintain up-to-date knowledge, skills and attributes.	E
	Ability to lead and organise CPD for the Nursery team.	E
	Ability to work well on own initiative, as well as part of a wider team	E