



## Pre-School Manager

PERSON SPECIFICATION		
	Essential	Desirable
<b>Qualification &amp; Training</b>	<p>Recognised Level 3 or above in Early Years (NVQ, BTEC Certificate/ Diploma, EYE)</p> <p>GCSE or equivalent in English and Maths</p> <p>Evidence of continuing personal and professional development</p>	<p>QTS or YET</p> <p>Qualified in: Paediatric First Aid, Safeguarding and Food Hygiene</p>
<b>Experience</b>	<p>At least two years' experience of working in an early years or education setting, or at least two years' other suitable experience.</p>	<p>Experience of working within a leadership team (in a Nursery, Pre-School, School)</p> <p>Experience of being a DSL</p> <p>Leading staff meetings</p> <p>Experience of conducting performance management process including induction, supervision meetings, appraisals and setting objectives</p> <p>Experience of using audits and resourcing appropriately within agreed budgets</p>
<b>Key Skills &amp; Abilities</b>	<p>Commitment to providing high quality childcare</p> <p>Ability to plan and oversee a broad and balanced curriculum</p> <p>Ability to create a stimulating and inclusive environment</p> <p>Ability to effectively lead and manage a team of adults</p> <p>Effective communication with parents, carers, colleagues and other professionals</p> <p>Accurate record keeping</p> <p>Implementation of high health and safety standards</p> <p>Experience in managing staff, motivating teams and recruiting new staff members</p>	<p>Ability to manage budgets and financial record</p> <p>Ability to effectively market the setting</p>



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	A commitment to a promoting a safe working culture for staff and children	
<b>Knowledge</b>	<p>Confident understanding of the EYFS statutory framework and current legislation</p> <p>Knowledge and understanding of Child Protection and Safeguarding</p> <p>Excellent knowledge of child development</p> <p>A positive approach to learning and gaining new skills through teamwork and training opportunities</p>	<p>Understanding of OFSTED inspection framework</p> <p>Understanding of the teaching of early phonics</p>
<b>Personal Attributes</b>	<p>Pro-active and self-motivated approach to work</p> <p>High levels of personal organisation skills</p> <p>Flexibility – occasionally working hours might be changed, eg. if the setting hosts a Parent's Evening</p> <p>Enthusiasm for giving children the highest quality care and education opportunities</p> <p>A creative and enthusiastic approach to teaching</p> <p>Good organisational, record keeping, planning skills</p> <p>Excellent written and verbal communication skills, with colleagues, parents, carers and children</p> <p>A positive approach to inclusive practice, with children, colleagues, parents and carers</p> <p>Punctuality</p>	