

Person specification for Pre-school Manager

Essential Criteria

- A minimum Level 3 early years education and childcare qualification (e.g. Diploma in Pre-school Practice, NVQ 3, or equivalent) as seen as full and relevant by the DfE, and a commitment to obtaining further qualifications as appropriate.
- At least 2 years' experience in a management/leadership role.
- It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the well-being of children in their care." Section 3.26, EYFS (2014).
- Ability to inspire people to deliver results, high standards and set clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
- Previous experience of working with children in early years.
- A sound understanding of child development and children's needs with an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage, considering the Special Educational Needs and Disability Code of Practice, safeguarding procedures and equality & diversity considerations.
- A current paediatric first aid certificate or willingness to obtain one.
- The ability to establish rapport and credibility with staff, external agencies, parents, guardians and other carers.
- Ability to communicate well in writing to produce clear, concise and accurate reports and correspondence, e.g. for newsletters, child protection/safeguarding reporting, marketing, disciplinary actions and for recruitment purposes.
- Proficient in the use of email and Microsoft Office.
- Ability to effectively market the setting to maximise occupancy levels and fee income.
- Ability to communicate the need for quality and continuous improvement, and influence good practice through example.
- Ability to be pro-active, reflective, and self-motivated.
- Ability to remain calm under pressure and able to multi-task.
- Able to recognise the signs and signals of child abuse and safeguarding concerns and have knowledge of what to do to protect children and safeguard their welfare.
- To be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are.
- Demonstrate a detailed knowledge of current legislation relevant to the Early Years.
- Able to work as part of a team and on own initiative.
- To demonstrate professionalism in approach to managing all issues, including but not limited to:
 - Leadership
 - Managing people
 - Managing teams
 - Communication
 - 'Customer' awareness
 - Problem solving
 - Planning and resource management

Desirable Criteria

- Foundation degree/degree in early years education or EYTS (Early Years Teacher Status)
- Up to date Safeguarding and Special Needs training.