

Nursery Manager – Person specification

	Essential	Desirable
Skills, aptitude, knowledge and experience	<ul style="list-style-type: none"> • Experience of managing staff, motivating teams, leading change and development of a setting. • Experience in recruiting new staff members. • An understanding of staff induction, supervision and appraisal processes. • A commitment to the provision of high quality childcare with an interest in the care, learning, development of young children. • Ability to safeguard and promote the welfare of young children. • Knowledge of child development and the current Early Years Foundation Stage. • At least two years' experience of working in an early years setting, or at least two years' other suitable experience. • Knowledge of safeguarding procedures within an early years setting. 	<ul style="list-style-type: none"> • Leadership experience within an early years setting. • Proven administrative experience, including handling confidential staff and child records. • A positive approach to learning and gaining new skills through teamwork and training opportunities.
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for working with young children. • Good organizational, record-keeping and planning skills. • Excellent written and verbal communication with colleagues, parents, carers and children. • Commitment and enthusiasm to working within a team. • A positive approach to inclusive practice, with colleagues, parents, carers and children. • Punctuality • Patience • Reliability and trustworthiness. 	<ul style="list-style-type: none"> • Flexibility and willingness to occasionally change working hours, e.g. for open evenings.
Qualifications	<ul style="list-style-type: none"> • Completion of a CWDC recognised full and relevant Level 3 childcare qualification. • A positive approach to gaining further qualifications. • Some understanding of the importance of Health and Safety and Food Hygiene in the workplace. • Up to date safeguarding qualification or willingness to complete update course 	<ul style="list-style-type: none"> • Completion of (or working towards) Level 4 and 5 in management and childcare. • Health and Safety certificate. • First Aid qualification. • Completion of other relevant courses.