

Person Specification Manager – Castle Nurseries



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Level 4 qualification in early years childcare or relevant caring profession
- Good standard of general education in accordance with EYFS requirements
- A minimum of 2 years experience working in a management role within an early years/childcare provision
- Substantial experience working with children aged from birth to five years and their families
- Excellent management/leadership skills and experience (including effective sickness, performance management and staff development)
- Excellent interpersonal skills, written and oral
- Excellent recording and report writing skills, able to quality assure reports and assessments
- Excellent IT skills, including proven experience of working with nursery business management software
- Thorough knowledge and understanding of Early Years Foundation Stage and other statutory requirements, local procedures, best practice and current trends in child care and relevant legislation
- Thorough understanding and experience of safeguarding children and child protection
- Understanding the children's development needs, particularly those of vulnerable children and substantial experience working with parents/carers
- Able to identify and support nursery team to identify early help needs within a family, initiate and Lead/oversee Early Help Assessments and Plans.
- Ability to work in partnership with a range of statutory and voluntary agencies
- Able to manage budgets
- Able to work with a varying workload to tight deadlines
- Recent successful experience of leading a team through the Ofsted inspection process
- Successful experience of change management including implementation of new working practices
- Commitment and experience of promoting, developing and delivering on business strategies including income generation

Desirable

- Management qualification
- Knowledge of needs and resources in an inner city area
- Planning work schedules and systems
- Experience working with community groups, other agencies, etc.
- Experience of delivering holiday care across the 3-8 years age range

Part B

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Ability to successfully deal with conflict

- Experience of developing effective partnerships and relationships with external organisations
- Able to analyse, plan and record information accurately, including monitoring and evaluation of impact
- Recent experience of working with young children and their families in an Early Years setting
- Able to work with a varying workload to tight deadlines
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Enhanced DBS Disclosure Certificate
- Suitability to work with client group
- Able to work flexibly to support the needs of the service and its customers