



Northumberland Church of England Academy Trust

Nursery Manager – Person Specification

	Essential Criteria	Desirable Criteria
Education & Qualifications	<p>Minimum level 3 qualification in Children and Young Peoples Workforce or equivalent</p> <p>Paediatric First Aid</p> <p>English and Maths GCSE or equivalent</p>	Food Hygiene Certificate
Experience & Knowledge	<p>A minimum of 2 years recent experience, working in a senior position (Nursery Manager or Nursery Deputy Manager)</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities</p>	Knowledge of Special Educational Needs
Skills & Attributes	<p>Empathy and understanding of children under five</p> <p>Excellent verbal and communication skills with children and parents</p> <p>Effective team leadership</p> <p>Ability to write reports and keep clear and accurate records</p> <p>Excellent organisational skills</p> <p>Administrative and basic IT skills</p> <p>Calm and caring nature</p> <p>Ability to work as part of a team</p> <p>Able to work on own initiative</p>	

Personal Qualities	<p>Reliable, enthusiastic and flexible</p> <p>Commitment to quality in all areas, with a high level of motivation and enthusiasm</p> <p>Able to perform under stress</p> <p>A creative thinker</p> <p>A good sense of humour</p>	
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