**Nursery Manager**

**Summary of job role:** An energetic and dedicated individual with a genuine passion for providing high standards in quality childcare and education. This role is physically and emotionally demanding and the individual will need to work well under pressure.

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|  | **Job Requirements** |  |
| **Qualifications + Experience** | NVQ level 4/ Early Years Professional Status/ Teaching degree.  2 years post qualifying experience  Experience of working with children who have Special Educational Needs, or whom have English as an additional language.  Have a through business awareness  Appropriate ICT skills | Desirable  Essential  Essential  Desirable  Desirable |
| **Education + Training** | Safeguarding Children  Paediatric First Aid  First Aid at Work  Food safety award | Essential  Desirable  Desirable  Desirable |
| **General + Specific Knowledge** | An excellent knowledge and understanding about the developmental and learning needs of young children, particularly in relation to the EYFS.  Ability to set boundaries for children and manage their behaviour appropriately and sensitively.  Ensure compliance with the Children Act and Health and Safety legislation. | Essential  Essential  Essential |
| **Skills + Abilities** | Excellent communication skills – written and verbal.  Ability to lead a team.  Model exemplary professional standards at all times.  Have excellent organisational and people awareness skills.  Ability to work in partnership with parents/ carers and other professionals. | Essential  Essential  Essential  Essential  Essential |
| **Additional factors** | Commitment to ongoing professional development.  Commitment to equality of opportunity.  A clear understanding of the importance of confidentiality.  Honesty with self and others  An ability to form warm relationships  Enjoyment and enthusiasm for working with children | Essential  Essential  Essential  Essential  Essential  Essential |