# PERSON SPECIFICATION: PRE-SCHOOL MANAGER

**ESSENTIAL**

**Qualifications/Attainment:**

1. At least two years’ proven supervisory / management experience working in an early years care and education setting

2.Possess a minimum NVQ Level 3 in Early Years Child Care & Education or equivalent, preferably with a commitment to obtaining a level 4/5 qualification.

3. A good standard of education, particularly in English & Mathematics (GCSE Grade C or above/or equivalent)

4. Knowledge of appropriate first aid procedures – possess or commit to obtaining a paediatric first aid qualification

**Experience:**

1.Demonstrable evidence of establishing positive professional relationships with children

2. Evidenced experience of supporting children to develop in a learning environment

3. Strong organisational and time management skills

4. Prior experience of leading and managing staff in an educational setting

**Knowledge base:**

1.Sound working knowledge of EYFS requirements

2. Knowledge of Health & Safety at work

3. Extensive knowledge of Safeguarding issues and compliance with procedures

4. Competent IT skills – able to maintain records & produce reports, take & upload photographs using allocated devices and related software eg Tapestry. Able to support others with basic IT skills

5. Willingness to participate in further training & developmental opportunities offered

**Skills Required:**

1. Ability to ensure that the setting helps to achieve and maintain at least a good Ofsted rating when Boddington Academy has it’s Ofsted.

2. Sound understanding of child development for each age banding and of children’s needs.

3. Ability to ensure effective child development monitoring

4. Ability to plan and implement an Early Years curriculum, taking into account the current EYFS curriculum requirements, SEND Code of Practice, child protection procedures and equal opportunities considerations.

5. Demonstrable and detailed knowledge of current legislation relevant to the early years.

6. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.

7.Ability to comply with the requirements placed on the setting by the EYFS.

8. Ability to work with parents and families to encourage their involvement.

9. Ability to effectively market the setting to maximise occupancy levels and fee income, and maintain the Pre-School’s financial stability.

10. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.

11.Ability to organise staff meetings and training

12. Demonstrate a commitment to continuously promoting a culture of safeguarding.

13. Commitment to equal opportunities and an understanding of equality and diversity issues.

14. Ability to write clear reports and communicate effectively to parents & other professionals.

15. Experience of working effectively in collaboration with other agencies and professionals e.g. NHS / MASH

16. Experience of handling parental complaints if required

17. Practical working knowledge of funding streams for early education & ability to work within financial deadlines

**Attitude/Approach:**

1. Maintain confidentiality and be professionally discreet on all school matters at all times

2. Ability to work under own initiative and as part of a collaborative Pre-School team and wider school/trust team

3. Be able to develop the team consistently to constantly improve Pre-School provision

4. Demonstrate a commitment to equal opportunities

5. Communicate effectively with all stakeholders in a professional manner

6. Work with honesty and integrity at all times

**DESIRABLE:**

**Other Skills/Qualities:**

1. Experience of using performance management procedures and/or handling disability, capability or grievance procedures

2.Experience of marketing a pre-school setting