

## PERSON SPECIFICATION

**JOB TITLE: EARLY YEARS SETTING MANAGER**

REQUIREMENT	ESSENTIAL/ DESIRABLE
<p><b>1. Knowledge/Qualifications</b></p> <p>Knowledge and understanding of the development and learning needs of all young children</p> <p>The current government guidance for EYFS requirements</p> <p>An NVQ III in Child Care or Equivalent</p> <p>IT skills</p> <p>Good communication and interpersonal skills</p> <p>Knowledge of safeguarding and promoting the welfare of children</p> <p>Paediatric first aid qualification</p> <p>Food Hygiene certificate Level 2</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>2. Experience</b></p> <p>Experience of working in an Early Years setting</p> <p>Positive experience of team work in an early year's organisation.</p> <p>Self-motivated and confident</p> <p>Good organisational and time management skills</p> <p>Experience of managing staff</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>3. Skills</b></p> <p>Ability to listen to and communicate effectively with children, young people and adults.</p> <p>Ability to communicate effectively with service users and other stakeholders.</p>	<p>Essential</p> <p>Essential</p>

Ability to work as part of a team in a demanding environment	Essential
Committed to child centred practice and working with parents	Essential
Ability to formulate operational plans	Essential
Ability to plan staffing rotas and deploy staff	Essential
Ability to train, manage and monitor staff including monitoring leave and absence	Essential
Experience of using performance management procedure, handling disciplinary, capability and grievance procedures	Desirable
Experience of handling parental complaints	Essential
Ability to ensure effective child development monitoring	Essential
Ability to organise and run staff meetings and briefings	Essential
Ability to manage budgets effectively	Essential
Experience of Marketing	Desirable
<b>4. Attitude/ Approach</b>	
Be professionally discreet and maintain confidentiality on all nursery matters, at all times	Essential
Ability to work on own initiative and as part of the Nursery team and wider Howgill community	Essential
Confident communicator with a professional manner	Essential
Development of the team to constantly improve Nursery provision	Essential
<b>5. Circumstances/Health</b>	
Staff will have to abide by Howgill's Smoking Policy which does not permit smoking at work.	Essential
Full clean driving licence/own car or access to an operator of a car with a full clean driving licence.	Desirable
Flexible working pattern	Essential

<p><b>6. Managing diversity</b></p> <p>Candidates must be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring in line with Howgill's Equal Opportunities Policy.</p>	<p>Essential</p>
<p><b>6. Howgill Ethos and Values</b></p> <p>Candidates must be able to respect Howgill's ethos and work in accordance with Howgill's values</p>	<p>Essential</p>