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**PERSON SPECIFICATION**

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| **POST** | Deputy Nursery Manager |  | **DEPT** | Student Services |
| **GRADE** | Scale 4 |  | **REF NO.** | 04-16 |

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| **Education / Training** | **Criteria Essential (E)**  **Desirable (D)** | **Measured by :-**  **Interview (I)**  **Application (AF)**  **Assessment CTRE (AC)**  **Presentation (P)** |
| BTEC National Diploma / NNEB Certificate or NVQ 3 in Childcare  Recent evidence of further professional development if professional qualification was completed more than 2 years before.  Paediatric First Aid Certificate  Food Hygiene Certificate  SENCO Qualified | E  E  D  D  D | AF  AF  AF  AF  AF |
| **Relevant Experience** |  |  |
| At least two years’ experience in managing a childcare provision including children with special needs.  Experience of writing Individual Education Plans and Behaviour Plans | E  D | AF, I  AF, I |
| **Relevant Knowledge / Skills & Aptitudes** |  |  |
| Able to work with, manage and supervise a team of nursery staff.  Knowledge of the national Inspection standards and statutory frameworks related to nursery provision.  Ability to plan and implement activities relevant to the needs of pre-school age children in accordance with the Early Years Foundation Stage  Excellent interpersonal skills with a range of children and adults.  Good written skills to complete relevant childcare paperwork.  Good organisational and time management skills  ICT literate – able to use the internet, Microsoft Office Suite | E  E  E  E  E  E  D | AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I |
| **Special Requirements** |  |  |
| To be prepared to work in a flexible framework, which may include Saturday, and/or evening sessions in the future.  Ability to manage the day-to-day budget to support childcare.  Knowledge of relevant Health and Safety requirements  Knowledge of safeguarding requirements for childcare facilities | E  E  E  E | AF, I  AF, I  AF, I  AF, I |