



## Personnel Specification - Nursery Manager

<b>Attributes</b>	<b>Criteria No.</b>	<b>Criteria</b>	<b>How Identified</b>	<b>Rank</b>
<b>Relevant Experience</b>	1.	2 years post qualifying experience in a day-care setting	Application/Interview	A - Essential
	2.	Experience working with young children	Application/Interview	A - Essential
	3.	Knowledge of key worker systems and record keeping	Interview	B - Desirable
	4.	2 years experience in a senior position	Application/Interview	B - Desirable
<b>Education and Training</b>	5.	NNEB, NVQ3 or BTech	Application	A - Essential
	6.	Recent First Aid qualification	Application	B – Desirable
	7.	Basic Food Hygiene Certificate	Application	B – Desirable
	8.	Other related training	Application/Interview	C – Advantageous
<b>General and Special Knowledge</b>	9.	Knowledge of The Children Act / Every Child Matters	Interview	A – Essential
	10.	Knowledge of The Early Learning Goals / Birth to 3 Matters	Interview	A – Essential
	11.	Knowledge of child development	Interview	A – Essential
	12.	Knowledge of related documents e.g Rumbold Report, Quality in Diversity etc.	Interview	C – Advantageous
	13.	Knowledge of Local Authority Regulations with regard to registration.	Interview	B – Desirable
	14.	To be able to demonstrate an up to date knowledge of current thinking and developments in early years	Interview	A – Essential
	15.	To have a knowledge of current training initiatives	Interview	B – Desirable
	16.	Understanding of children’s needs and behaviour	Interview	A - Essential
<b>Skills and Abilities</b>	17.	Ability to communicate well with adults and children	Interview	A – Essential
	18.	To be able to demonstrate the ability to work as part of a team	Interview	A – Essential
	19.	Ability to write legibly and good presentation skills	Application/Interview	B – Desirable
	20.	Computer literate	Application/Interview	C – Advantageous
	21.	Good organisational skills	Interview	A – Essential
	22.	Demonstrate creative ability	Interview	B – Desirable
		Ability to be honest with self and others	Interview	A – Essential
		Ability to approach things professionally	Interview	A - Essential
<b>Additional Factors</b>	23.	Understanding of Equal Opportunities	Interview	A – Essential
	24.	Awareness of Health and Safety and practical hygiene issues	Interview	A – Essential
	25.	Able to demonstrate the ability to take on a responsibility	Application/Interview	A – Essential

	26.	role Ability to show initiative	Interview	A – Essential
	27.	A clear understanding of the importance of confidentiality	Interview	A – Essential
	28.	Must enjoy being with children	Application/Interview	A – Essential