



## Personnel Specification – Team Manager

<b>Attributes</b>	<b>Criteria No.</b>	<b>Criteria</b>	<b>How Identified</b>	<b>Rank</b>
<b><i>Relevant Experience</i></b>	1.	2 years post qualifying experience in a day-care setting	Application/Interview	B - Desirable
	2.	Experience working with young children	Interview	A - Essential
	3.	Knowledge of key worker systems and record keeping	Application/Interview	B – Desirable
	4.	Experience leading or managing a team	Application/interview	B - Desirable
<b><i>Education and Training</i></b>	5.	Graduate qualification in a relative discipline	Application	A - Essential
	6.	Recent First Aid qualification	Application	C - Advantageous
	7.	Basic Food Hygiene Certificate	Application	C - Advantageous
	8.	Management qualification/training Other related training	Application/Interview	C - Advantageous
<b><i>General and Special Knowledge</i></b>	9.	Knowledge of The Children Act / Every Child Matters	Interview	B - Desirable
	10.	Knowledge of The Early Learning Goals / Birth to 3 Matters	Interview	B - Desirable
	11.	Knowledge of child development	Interview	A - Essential
<b><i>Skills and Abilities</i></b>	12.	Ability to communicate well with adults and children	Interview	A - Essential
	13.	To be able to demonstrate the ability to lead and work as part of a team	Interview	B - Desirable
	14.	Ability to write legibly and good presentation skills	Application/Interview	B - Desirable
	15.	Computer literate	Application/Interview	C - Advantageous
	16.	Good organisational skills	Interview	C - Advantageous
	17.	Demonstrate creative ability	Interview	B – Desirable
	18.	Ability to approach things professionally	Interview	A – Essential
	19.	Honesty with self and others	Interview	A – Essential
<b><i>Additional Factors</i></b>	20.	Understanding of Equal Opportunities	Interview	B – Desirable
	21.	Awareness of Health and Safety and practical hygiene issues	Interview	B - Desirable
	22.	Able to demonstrate the ability to take on a responsibility role	Application/Interview	C – Advantageous
	23.	Enjoy being with children	Interview	A – Essential
	24.	A clear understanding of the importance of confidentiality	Interview	A – Essential