

PERSONNEL SPECIFICATION

Post Title: Nursery Manager

Date: December 2021

SUMMARY OF JOB:

To co-ordinate, develop and take on the responsibility of child care at the Woodroyd Children’s Centre. To ensure that early years education, play and care is appropriate to the age group. To develop new activities in response to the needs of the children and their parents/carers, to meet their social, cultural and community needs, to enhance their quality of life and those of the neighborhood. To manage a staff team plus sessional staff as required. To work hands on within the provision as and when required and to ensure efficient and effective running of the childcare provision.

Woodroyd Nursery is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to Nursery services. In line with the Disability Discrimination Act 1995, Woodroyd Nursery will, wherever possible, make reasonable adjustments for people with a disability.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Minimum of three years experience working with young children in a nursery setting. A minimum of two years post qualifying experience running or helping to run a similar service. Experience of managing staff in a childcare setting. Experience of working with young children with complex health/specific needs.	Experience of several childcare services. Experience of development work with families.	Application form Interview References
QUALIFICATIONS	Degree NNEB or BTEC (Nursery Nursing) or Early Years teacher qualification or Play Care NVQ Level 3 in Childcare or CACHE Early Years	Management qualification NVQ Level 5	Application form Sight of Certificate(s) Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
TRAINING	A proven commitment to personal development through training.	First Aid, Multi-cultural training, special needs, Child Protection, Staff Supervision, behavior management, food hygiene. Equal Opportunities. Management training. Staff supervision.	Application form Interview Sight of Certificates
SPECIAL KNOWLEDGE	<p>Knowledge of nursery Standards and Ofsted regulations and practices.</p> <p>Knowledge of the needs of a multi-cultural community</p> <p>Knowledge of the physical, social and emotional development of babies and young children.</p> <p>A thorough knowledge of equality and diversity issues.</p> <p>Ability to plan and implement an age/stage appropriate curriculum, taking into account the SENCO practice, child protection procedures and equal opportunities' considerations.</p> <p>Good oral and written communication skills.</p> <p>An ability to engage with parents and carers.</p> <p>Strong leadership qualities and organizational skills to include the supervision of staff in all aspects of the effective running of provision.</p> <p>Ability to write and converse in English.</p>	Able to guide, train and supervise other workers, students or trainee placements.	Application form Interview
CIRCUMSTANCES PERSONAL	<p>Must be eligible to work in the United Kingdom.</p> <p>Able to work occasional unsociable hours.</p> <p>No contra-indication in personal background or criminal record to indicate unsuitability to work with young children.</p>	Full, clean driving license (unless a disability prevents this)	Application form Sight of appropriate specific documents at interview Interview Sight of driving license
DISPOSITION-ADJUSTMENT/ATTITUDE	<p>Able to work as part of a team</p> <p>Sensitive to the needs of the local community.</p> <p>Ability to communicate at all levels with a variety of agencies and people including parents and other members of staff.</p> <p>Ability to motivate, support and direct staff.</p>		Interview References

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL + INTELLECTUAL SKILLS	Practical skills at designing work with children. Able to meet targets. Able to compile reports when required. Able to keep and maintain children's records. Able to ensure health and safety standards are maintained.	Able to display children's work in an attractive manner.	Interview
PHYSICAL/SENSORY	This post may include a degree of moving and handling. You are required to frequently assess your ability to carry out the tasks required of you. The management is also required to assess your ability to do the tasks required of you and further assess the moving task, the load and the environment within which the load is handled.		
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying the Woodroyd Nursery Equal Rights policies and practices.		Interview