



ROLE: Nursery Manager

Person Specification

	<i>Essential</i>	<i>Desirable</i>	<i>Identified by</i>
Experience	<ul style="list-style-type: none"> - Minimum of two years' experience managing a Nursery - Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care 	<ul style="list-style-type: none"> - Experience of managing grievance and disciplinary matters - Experience of recruitment, interviewing, monitoring staff development and evaluating training needs - Ability to co-ordinate in a specific specialist area e.g. SENCO. 	Application, Interview, Selection Process
Qualifications or Training	<ul style="list-style-type: none"> - Minimum NVQ Level 3 qualification in Childcare or equivalent - Good standard of literacy and numeracy and excellent communication skills 	<ul style="list-style-type: none"> - Current Health and Safety at Work Certificate - Current First Aid certificate - Current Food Hygiene certificate - Evidence of ongoing personal development training 	Application
Practical Skills	<ul style="list-style-type: none"> - Sound understanding of child development and how children learn through play and talk - Ability to carry out management tasks efficiently, to write clear reports and keep clear and informative written records and simple finance records as required - Ability to keep clear and appropriate records on children and their progress - Ability to be organised, methodical and able to work independently on own initiative without supervision while prioritising ongoing activities 	<ul style="list-style-type: none"> - The ability to think creatively and to solve problems; - An awareness of when to seek advice and support. - Possess a level of general computer literacy with a range of IT skills. 	Application, Interview, Selection Process
Personal Qualities &	<ul style="list-style-type: none"> - Ability to be sensitive and supportive to children and 	<ul style="list-style-type: none"> - A commitment to continuing professional development 	Application, Interview,

Attributes	<p>families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs</p> <ul style="list-style-type: none"> - Ability to work in a positive manner with colleagues and as part of a team - Ability to work positively with a wide range of professionals in different sectors - An ability to be proactive in identifying problems and providing solutions. 		<p>Selection Process, References</p>
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These attributes will be identified by means of the application, interview and references as appropriate. The Castle Partnership Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS disclosure.