

# PERSON SPECIFICATION



**Position:**  
Preschool Manager

	Essential Criteria	Desirable Criteria
<b>Education &amp; Qualifications</b>	<p>Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.</p> <p>Paediatric First Aid</p>	<p>Food Hygiene Certificate</p>
<b>Experience &amp; Knowledge</b>	<p>A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role.</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p>	<p>Ability to co-ordinate in a specific specialist area e.g. SENCO.</p>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Empathy and understanding of children under five</li> <li>• Excellent verbal and communication skills with children and parents</li> <li>• Ability to write reports and keep clear and accurate records</li> <li>• Effective team leadership.</li> <li>• Excellent organizational skills</li> <li>• Administrative and basic IT skills</li> <li>• Calm and caring nature</li> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Reliable, enthusiastic, and flexible</li> <li>• A commitment to quality in all areas, with a high level of motivation and enthusiasm</li> <li>• Able to perform under pressure</li> <li>• A creative thinker</li> <li>• A good sense of humour</li> </ul>	