

**Bowes Pre-school  
Pre-school Manager**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• Minimum Level 3 qualification in childcare that is full and relevant for Early Years</li> <li>• Numeracy equivalent to Maths GCSE at grade C or above</li> <li>• Literacy equivalent to English Language GCSE at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 or above qualification in childcare that is full and relevant for Early Years</li> <li>• Recent training in:               <ul style="list-style-type: none"> <li>○ Safeguarding</li> <li>○ Paediatric first aid</li> <li>○ First aid at work certificate</li> <li>○ SEN</li> <li>○ Food hygiene</li> <li>○ Health &amp; Safety</li> </ul> </li> <li>• Desire to continue with professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years post-qualification childcare experience working with pre-school aged children</li> <li>• Experience at a minimum of deputy manager or team leader level in a similar setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing a similar setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills to work effectively with children, colleagues, parents and outside agencies</li> <li>• Excellent planning and organisational skills,</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>

	both for personal workload and operational planning for the setting		
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Excellent understanding and up to date knowledge of implementing the EYFS, child development, childcare legislation, national standards and framework</li> <li>• Thorough understanding and appreciation of issues relating to safeguarding and promoting the welfare of children</li> <li>• Knowledge of key Health &amp; Safety considerations of the role</li> <li>• Understanding of Children Act and Ofsted requirements</li> <li>• Experience and knowledge of leading or assisting on Ofsted inspections</li> <li>• Knowledge of Health and Safety legislation</li> <li>• Sound knowledge and experience of financial management and budgetary planning and control</li> <li>• Know how to devise activities for the needs of the children indoors and outdoors incorporating continuous provision</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of 30 hours free funding and how to support parents to get this</li> <li>• Monitoring accident trends</li> <li>• Excellent understanding of leadership and management</li> <li>• Keeping up to date with current practise by reading the relevant magazines and books</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Other attributes</b>	<ul style="list-style-type: none"> <li>• A passion for working with children and the ability to deliver a high standard of care</li> <li>• A role model with the ability to lead, motivate and support a small team</li> <li>• The ability to effectively market the setting to maximise occupancy levels and fee income, and maintain the pre-school's financial stability</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"><li>• The ability to work with parents and families to encourage their involvement</li><li>• The ability to be flexible and adapt to change</li><li>• Willing to undertake further training if required</li><li>• Willing to undertake Enhanced DBS if successful</li><li>• Impeccable interpersonal skills</li></ul>		
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**Last updated 08 November 2021**