

Person Specification: Pre-school Manager, St Mary's Pre-school, Ipswich

FACTOR	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> ● 2 years management experience in a nursery or pre-school setting. ● Minimum early years level 3 qualification or equivalent, and commitment to obtaining level 5. 	<ul style="list-style-type: none"> ● Qualified Teacher Status or Early Years Professional Status ● Evidence of continuous professional development – via courses/ training. ● Up to date safeguarding, first aid and food hygiene certifications.
Knowledge	<ul style="list-style-type: none"> ● Ability to plan and provide high quality childcare and education within the framework of the Early Years Foundation Stage (EYFS) curriculum; ● Knowledge of supporting children's behaviour. ● Detailed knowledge of current legislation and best practice relevant to the early years (including SEN code of practice); ● Awareness and understanding of the latest research and theories relevant to delivery of early years provision. 	<ul style="list-style-type: none"> ● Commitment to equality issues and understanding of equality and diversity issues ● Knowledge of GDPR legislation and requirements. ● Knowledge of necessary induction procedures, to enable new staff to work effectively.
Skills and Abilities	<ul style="list-style-type: none"> ● Strong time management and organisation skills including ability to work to deadlines; ● Excellent verbal and written communication skills including the ability to prepare reports and presentations; ● Demonstrable experience leading and managing a team of adults including the ability to take charge and give direct instructions; ● Ability to comply with requirements placed on setting by the EYFS, and to model good practice in all areas of work; ● Ability to work in partnership with families, carers and parents and encourage their involvement; ● Evidence of a focus on safeguarding children and understanding of relevant safeguarding practices and requirements; ● Ability to develop and implement sessional, medium and long-term curriculum plans; ● Dealing sensitively, calmly and appropriately with challenging situations. 	<ul style="list-style-type: none"> ● Experience of effectively marketing an early years setting;

	<ul style="list-style-type: none"> • Ability to plan, lead and attend regular staff meetings, and encourage positive involvement; • Ability to model, lead and encourage reflective practice; • Experienced in designating and supervising appropriate staff training. 	
Personal Attributes and behaviours	<ul style="list-style-type: none"> • Motivator of people with strong leadership skills and an ability to communicate with a wide ranging audience; • Displays integrity whilst remaining diplomatic, respectful and empathic; • Leads by example and remains calm in difficult situations; • Passionate about providing exceptional service; • Methodical worker, logical thinker, accurate in delivery • Ability to confidently make decisions both independently and in collaboration with others; • Self-motivated and takes responsibility through reflective practice and feedback; • Comfortable delivering service through change and under pressure. 	<ul style="list-style-type: none"> • Understanding of drivers of staff engagement, and factors that influence job satisfaction; • Creative and ambitious.
Experience	<ul style="list-style-type: none"> • Experience with performance management; • Experience supporting learning and development programs. 	<ul style="list-style-type: none"> • Experience designing and implementing staff engagement strategies.
Specific Demands	<ul style="list-style-type: none"> • Commitment to working closely with the committee and attending all committee meetings and events. 	