

**Pre-School Manager Personal Specification**

1. Minimum of Level 3 qualification in Early Years Education and Childcare
2. Minimum of two years’ experience of working in a senior role in an early years setting, or at least two years other suitable experience.
3. To have an up to date knowledge of Early Years Foundation Stage and the ability to fully implement all of its requirements
4. To plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations
5. To work with parents and encourage their involvement
6. To designate tasks
7. To work on own initiative
8. The ability to work with a committee.
9. To lead and manage a team to deliver high standards and results.
10. The ability to support the development of his/her team through regular discussion and team meetings which encourage two way communication and sharing of ideas and expectations.
11. A commitment to quality in all areas, with a high level of motivation and enthusiasm.
12. Excellent communication skills both written and verbal
13. Strong people management skills with the ability to lead and motivate a team
14. Friendly, flexible approach
15. Confident
16. Strong organisational skills
17. A satisfactory enhanced DBS check which confirms suitability to work with children
18. Knowledge of Key worker systems and record keeping
19. Knowledge of safeguarding children procedures with Safeguarding Level 3 training desirable
20. Knowledge, understanding and commitment to equal opportunities
21. A valid paediatric first aid certificate
22. A valid food hygiene certificate
23. Local resident or currently UK driving licence and car or access to car as rural setting.