

Person Specification

Pre-school Deputy Manager



Preston Pre-School

Qualifications and Training	Essential	Desirable	To be Evidenced By
A full and relevant level 4 qualification or working towards an Early Years Foundation or Bachelor's degree or EYTS		✓	Application Form & Certificate
A full and relevant level 3 qualification such as CACHE Level 3 Diploma in Pre-School Practice, NVQ Level 3 or equivalent.	✓		Application Form & Certificate
SENCO experience		✓	Interview
Current Child Protection Certificate		✓	Application Form & Certificate
Current First Aid Qualification		✓	Application Form & Certificate
Current Basic Food Hygiene Certificate		✓	Application Form & Certificate

Experience	Essential	Desirable	To be Evidenced By
Minimum of two years experience of working in an Early Years setting, or at least other suitable experience.	✓		Application Form
At least two years in a position as a senior member of staff in a nursery / Early Years setting		✓	Application Form/Interview
Extensive knowledge of the EYFS and of high quality early years practice including statutory requirements	✓		Application Form/Interview
Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion	✓		Application Form/Interview
Willingness to undertake essential training (outside of normal working hours)	✓		Interview
A commitment to excellence in early years care and education	✓		Application Form/Interview
Financial management awareness	✓		Application Form & Interview
Experience of leading and supporting a team with a compassionate and caring approach	✓		Application Form & Interview

Knowledge and Skills	Essential	Desirable	To be Evidenced By
Understanding about the development and learning needs of young children	✓		Interview/Observation
Knowledge of the Early Years Foundation Stage curriculum.	✓		Application Form/Interview
Knowledge of safeguarding children issues and procedures	✓		Application Form/Interview

Knowledge of Ofsted expectations and the inspection process		✓	Application Form/Interview
Experience of record keeping	✓		Application Form/Interview
Knowledge of particular health and safety issues relevant to children of this age range		✓	Interview
The ability to motivate and inspire practitioners	✓		Application Form/Interview
Excellent communication skills, both oral and written	✓		
Able to use common ICT tools	✓		Interview
Delegation, time-management, an ability to problem-solve and to ensure tasks are completed in a timely and effective manner	✓		
Ability to understand and support the needs of the child, parents and team, while understanding the needs of the setting.	✓		

Personal Qualities	Essential	Desirable	To be Evidenced By
Have a warm and positive approach to engage with children	✓		Application Form/Interview
Commitment to providing a high quality service at all times	✓		Application Form/Interview
Commitment to meeting the needs of key children and their carers.	✓		Application Form/Interview
Commitment to the inclusion of all pupils, regardless of emotional, physical or educational need	✓		Application Form/Interview
Approachable manner with a high level of interpersonal skills	✓		Application Form/Interview
Enthusiastic, positive, adaptable, calm and persevering with a sense of humour	✓		Application Form/Interview
Proven effectiveness in working as a team with a flexible, considered, kind and resilient approach	✓		Application Form/Interview

Job Related Aptitude and Skills	Essential	Desirable	To be Evidenced By
Ability to observe and assess children's development	✓		Application Form/Interview
Ability to develop good working relationships with parents and staff	✓		Application Form/Interview
Ability to co-operate and adhere to health and safety policy, practices and instructions	✓		Application Form/Interview
Flexibility including the ability to cope with changing needs and demands of the Pre-School and its requirements	✓		Application Form/Interview
Maintain appropriate level of confidentiality	✓		Application Form/Interview
Flexible, creative approach to problem solving	✓		Application Form/Interview

Additional Requirements	Essential	Desirable	To be Evidenced By
This post requires a DBS (Disclosure & Barring Service) Clearance and satisfactory references (one from your most current employer) will be obtained prior to commencing employment.	✓		Appropriate Checks
Physical ability to set up and clear down Pre-School equipment in a pack away setting	✓		Interview
Ability to work between the hours stated in the job advertisement and undertake essential training and staff meetings outside core working times	✓		Application Form/Interview

The duties and responsibilities in this person specification are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy.

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.

Safer Recruitment Statement

Preston Pre-school are committed to safeguarding the welfare of all children in our care. All applicants therefore must be willing to undergo effective child protection and safeguarding screening, this will include references from previous employers and a DBS check and then registered with the Update service . We shall also seek compliance with sections 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the United Kingdom of Great Britain). All staff must confirm they are not included on Children's barred list or PoVA or barred by the Independent Safeguarding Authority; or disqualified from working with children, or live with someone who has been disqualified from working with children, or been refused registration or had it cancelled; subject to sanctions imposed by a regulatory body, e.g. the Teaching Agency or Health and Care professions council and Ofsted.

All our posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and warnings including those regarded as 'spent', must be declared