

Person Specification

Title	Pre-School Manager
Accountable to	Executive Headteacher

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Level 3 qualification in early years childcare or child development	X		AF/C
	Management / supervisory training / experience	X		AF/C
	Safeguarding training	X		AF/C
	Level 4 or 5 qualification in early years management or related subject		X	AF/C
	Paediatric First Aid qualification or willingness to undertake training		X	AF/C
	Food Hygiene qualification / training		X	AF/C
Experience				
Ability to undertake duties of the post	3 years' experience in a senior role for an early years or relevant setting	X		AF/I/R
	Motivating and leading a team to deliver a high standard	X		AF/I/R
	Successful implementation and working within the EYFS statutory framework	X		AF/I/R
	General Data Protection Regulation awareness		X	AF/I/R
	Promoting / marketing for sustainability		X	AF/I/R



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	Experience of report writing		X	AF/I/R
Knowledge				
Includes abilities	Thorough knowledge of EYFS and safeguarding procedures	X		AF/I/OT
	Knowledge of particular health and safety issues relevant to age range	X		AF/I/OT
	Sound understanding of child development and meeting children's needs	X		AF/I/OT
	Experience of working in partnership with parents and stakeholders	X		AF/I/OT
	Creative in designing a programme of engaging activities to enhance learning	X		AF/I/OT
	Ability to effectively organise with constantly changing needs and demands	X		AF/I/OT
	Knowledge of OfSTED expectations and framework	X		AF/I/OT
	General administrative skills and a range of IT skills	X		AF/I/OT
Physical Skills				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Ability to participate in physical play and active-based learning	X		AF/I
Issues relating to safeguarding and promoting the welfare of children and young people				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	X		I/R
	Ability to work in a way that promotes the safety and well-being of children and young people			DBS
Personality				
	Friendly, patient and enthusiastic in nature	X		AF/I



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	Ability to communicate effectively and relate well to children and adults	X		AF/I
	Professional approach	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	To work in accordance with our core values and behaviours	X		AF/I
	A commitment to equality/diversity in the workplace and the wide community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I