**Sample Person Specification – Early Years Setting Manager**

**E=Essential D=Desirable**

|  |  |  |
| --- | --- | --- |
| **Education and training** | * Full and relevant early years Level 3 qualification
 | E |
| * Qualified to degree level or working towards this qualification
 | D |
| * First Aid (12 hour Paediatric) training
 | E |
| * Health and Safety training
 | E |
| * Child protection/Safeguarding training
 | E |
| * Equal opportunities training
 | E |
| * Safer recruitment training
 | E |
| **Relevant experience and knowledge** | * Minimum of two years’ experience in a supervisory role
 | E |
| * Experience of managing a team
 | E |
| * Experience, knowledge and understanding of the Early Years Foundation Stage Framework
 | E |
| * Comprehensive knowledge and understanding of child protection and safeguarding procedures
 | E |
| * Ability to manage a budget
 | E |
| * Ability to use a range of IT software packages (Word, Excel, Access)
 | E |
| **Competencies** | * Excellent inter-personal and leadership skills
 | E |
| * Ability to prioritise, organise and delegate tasks as necessary
 | E |
| * Ability to communicate effectively, verbally and in writing
 | E |
| * Ability to work effectively with parents and partners
 | E |
| * Ability to work in a busy, demanding environment
 | E |
| * Ability to model, promote and embed high standards of safe working practice and challenge where necessary
 | E |
| **Personal qualities and social skills** | * Enthusiasm in providing the highest quality care and education
 | E |
| * Demonstrate a high standard of safe working practice
 | E |
| * Ability to develop and maintain effective working relationships with colleagues, parents and outside agencies
 | E |
| * Ability to maintain emotional resilience in working with challenging behaviour
 | E |
| * Demonstrate respect for appropriate boundaries and authority
 | E |
| **General** | * Ability to maintain confidentiality at all times
 | E |
| * To keep abreast of all childcare legislation
 | E |
| * To liaise with internal and external agencies in relation to childcare issues
 | E |
| * Demonstrate an understanding and commitment to equal opportunities
 | E |