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

**E=Essential D=Desirable**

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| **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 |