A drawing of a tree with two faces

AI-generated content may be incorrect.

**Early Years Manager**

**Person Specification**

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|  | **Criteria** | **Essential /Desirable** |
| **Qualifications and Training** | Level 3 Early Years education and childcare qualification or equivalent  GCSE Maths and English  Paediatric First Aid certificate  Training in the delivery of Phonics | Essential  Essential  Essential  Desirable |
| **Experience** | Experience of working in an Early Years Care setting  Experience of providing quality childcare and education in the early years  Experience of record-keeping and maintaining confidentiality  Experience of working in a multi-agency and multi-disciplinary environment  Demonstrate an understanding of and commitment to safeguarding and inclusive practice  Experience of working in partnership with parents | Essential  Essential  Essential  Essential  Essential  Essential |
| **Knowledge** | Knowledge and understanding of the EYFS curriculum and implementation  Knowledge of Health & Safety issues and legislation (Including specific to Early Years Statutory Framework)  Knowledge of safeguarding legislation  Knowledge of child development from birth to five years | Essential  Essential  Essential  Essential |
| **Skills** | Effective communication skills  Ability to lead a team  Ability to work autonomously, manage own workload and meet targets set  Ability to consistently model expected behaviour  Ability to provide appropriate support for children with SEND and be able to liaise with the SENCO and outside agencies  Be able to use ICT confidently | Essential  Essential  Essential  Essential  Essential  Essential |
| **Personal and Professional Attributes** | Enthusiasm  Calmness  Flexibility  Initiative | Essential  Essential  Essential  Essential |
| **Confidential References and Reports**  Written references will be requested to confirm experiences, professional and personal knowledge, skills and abilities.  Proof of qualifications will be required.  There must be a positive recommendation from your current employer and a satisfactory health and attendance record.  Supporting statement to a max of 2 sides A4, minimum font size 12 | | |