

**Early Years Manager**

**Person Specification**

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|  | **Criteria** | **Essential /Desirable** |
| **Qualifications and Training** | Level 3 Early Years education and childcare qualification or equivalentGCSE Maths and English Paediatric First Aid certificateTraining in the delivery of Phonics | EssentialEssentialEssentialDesirable |
| **Experience** | Experience of working in an Early Years Care settingExperience of providing quality childcare and education in the early yearsExperience of record-keeping and maintaining confidentialityExperience of working in a multi-agency and multi-disciplinary environmentDemonstrate an understanding of and commitment to safeguarding and inclusive practiceExperience of working in partnership with parents | EssentialEssentialEssentialEssentialEssentialEssential |
| **Knowledge** | Knowledge and understanding of the EYFS curriculum and implementationKnowledge of Health & Safety issues and legislation (Including specific to Early Years Statutory Framework)Knowledge of safeguarding legislationKnowledge of child development from birth to five years | EssentialEssentialEssentialEssential |
| **Skills** | Effective communication skillsAbility to lead a teamAbility to work autonomously, manage own workload and meet targets setAbility to consistently model expected behaviourAbility to provide appropriate support for children with SEND and be able to liaise with the SENCO and outside agenciesBe able to use ICT confidently | EssentialEssentialEssentialEssentialEssentialEssential |
| **Personal and Professional Attributes** | Enthusiasm Calmness Flexibility Initiative  | EssentialEssentialEssentialEssential |
| **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 |