

Person Specification

Job Title: Deputy Manager



Criteria	Essential	Desirable
<p>Education, Qualifications and Training</p>	<p>Level 3 Qualification</p>	<p>Further professional development qualifications</p> <p>Basic Food Hygiene First Aid Basic Child Protection</p>
<p>Knowledge and Experience</p>	<p>Experience of working with children 1-3yrs</p> <p>2 years' experience leading a team and delegation skills</p> <p>Knowledge of EYFS framework</p> <p>Knowledge of Ofsted standards</p> <p>Good communication skills</p> <p>Can demonstrate an ability to contribute towards a safe environment.</p> <p>Accepts responsibility and accountability for own work and can define the responsibilities of others in the staff team.</p> <p>Experience of working within a key person system</p> <p>Knowledge of health and safety within a nursery setting</p>	<p>Experience in a variety of day care settings</p> <p>Successful experience of management and organisation</p> <p>Knowledge of health and safety within a nursery setting</p> <p>Experience of child protection procedures</p>
<p>Skill and abilities</p>	<p>Ability to use own initiative</p> <p>Good interpersonal skills</p> <p>Good time keeping skills</p> <p>Ability to relate sensitively to a wide range of children and families</p> <p>Remain calm in an emergency</p>	<p>Experience of successfully leading a team and effectively managing staff</p> <p>Able to identify opportunities and contribute new ideas to the setting.</p>

	<p>Effective listening and communication skills</p> <p>Flexible, adaptable and responsible</p> <p>Good team member</p> <p>Ability to work in a non-discriminatory fashion and in accordance with good practice guidelines</p>	
Attitudes	<p>Calm</p> <p>Enthusiasm</p> <p>Respectful</p> <p>Caring</p> <p>Professional</p> <p>Commitment</p> <p>Reliable</p> <p>Anti-discriminatory practice</p> <p>Friendly</p>	