**PERSON SPECIFICATION**

**DEPUTY CHILDREN’S CENTRE MANAGER (NURSERY)**

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| **Essential** | **Desirable** |
| **Experience and Knowledge** | |
| * Substantial experience working with families and young children within a nursery setting. * Experience of managing a team. * Knowledge of developmental needs of children and family functioning. * Safeguarding and child protection experience. * Working knowledge of the Children Act 1989. * Knowledge of EYFS. * Knowledge of the Children’s Centre Core Purpose. * An up-to-date knowledge of the curriculum relating to the under fives. | * Community development experience. * Previous experience of Children’s Centre work or similar. |
| **Education and Qualifications** | |
| * GCSE or equivalent grade C or above in Maths and English. * Education or Childcare qualification at NVQ Level 3 or equivalent. | * Management qualification. * NVQ Assessors certificate. * First Aid qualification. * Relevant Level 5 qualification or working toward. |
| **Abilities and Skills** | |
| * Computer skills, i.e. good knowledge of Microsoft Office (particularly Word and Outlook). * Good oral and written communication skills. * Numeracy skills to assist with budget management. * Ability to provide staff training. * Ability to utilise effectively past experience and training in the delegated management of the Centre. * Ability to understand the needs of a staff group and represent and support them. * Ability to take delegated responsibility in any area of Centre management. * Ability to use own initiative. | * Ability to handle conflict and interact in a positive manner. * Ability to motivate staff. |
| **Traits and Characteristics** | |
| * A caring and pleasant approach to work and people. * A positive approach to difficult situations and challenges. | * Full, clean UK driving licence and use of a car for work purposes. |

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|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Traits and Characteristics** | |
| * Ability to work both on own intiative and cooperatively as part of a team. * Ability to work in a non-discriminatory, sensitive and respectful way. * Good organisational and planning skills. * Ability to work under pressure. * Commitment to Centre and organisation policies and ability to develop quality services. * Ability to communicate clearly, represent and promote the Centre. * Good work attendance record. * Ability to work flexibly including evenings and weekends. |  |