**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.
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| **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.
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| **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.
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| **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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**PERSON SPECIFICATION**

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

|  |  |
| --- | --- |
| **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.
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