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| **Essential** | **Desirable** |
| **Experience and Knowledge** | |
| * Understanding of the developmental needs of babies and young children. * Substantial experience working with young children * Experience of leading on part of the early years foundation stage * Previous supervisory experience * Experience of working within an early years setting | * An awareness of the needs of the local community * Experience of working in partnership with other agencies |
| **Education and Qualifications** | |
| * A child care qualification at NVQ3 or equivalent standard * GCSE or equivalent level C or above in Maths and English | * Early Years Professional/Teacher status * Evidence of personal development and general education * First Aid qualification * Food Hygiene Certificate * Management qualification or training |
| **Abilities and Skills** | |
| * Good oral and written communication skills * Good organisational skills * Creative & imaginative skills in planning & providing stimulating experiences * Ability to promote positive behaviour and a positive regard for different races, cultures, language and faith * Ability to maintain accurate records and write reports * Knowledge of child protection * Knowledge of EYFS * Able to motivate and inspire team members * The ability to make day to day decisions on matters related to the areas of responsibility for this post * To take charge of the development of the day to day running of the centre and provide a warm, welcoming and secure environment. * To make decisions related to the day care in the absence of the Deputy Manager * To contribute to decision making as part of the Children’s Centre team | * Knowledge of the importance and impact of Quality Assurance processes |
| **Traits and Characteristics** | |
| * A positive, sensitive attitude towards working and communicating with children * A positive approach to difficult situations and challenges * Ability to work both on own initiative and co-operatively as part of a team * Ability to work in a non-discriminatory, sensitive and respectful way * Patience and consistency in working with children and adults * Commitment to the children’s centre policies and to developing quality services |  |
| **Circumstances** | |
| * Ability to work flexible hours, which may include occasional weekends and evenings * Fit to carry out all tasks associated with the post * Ability to sustain regular attendance | * A full UK driving licence and use of car for work |