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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
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| **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
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| **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
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| **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
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| **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
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