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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. * At least 3 years’ experience of providing high quality childcare in a day care setting * Excellent knowledge and understanding of EYFS to include Statutory EYFS welfare requirements and tracking the development and progress of children | * An awareness of the needs of the local community * Experience of working in partnership with other agencies |
| **Education and Qualifications** | |
| * A Childcare qualification at NVQ Level 3 or equivalent. * GCSE or equivalent grade C or above in Maths and English. * A minimum Level 6 or above qualification in Early Years/EYP or EYT 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 and imaginative skills in planning and providing stimulating experiences. * Ability to promote positive behaviour and a positive regard for different races, cultures, languages and faiths. * 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. * Ability to take charge of the development of the day-to-day running of the Centre and provide a warm, welcoming and secure environment. * Ability to make decisions related to the day care in the absence of the Deputy Manager. * Ability 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 and sensitive attitude towards working and communicating with children. * A positive approach to difficult situations and challenges. * Ability to work both on own initiative and cooperatively 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 evenings and weekends. * Fit to carry out all tasks associated with the post. * Ability to sustain regular attendance. | * A full, clean UK driving licence and use of a car for work purposes. |