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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
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| **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
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| **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.
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| **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.
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| **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.
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