

WEBHEATH ACADEMY PRIMARY SCHOOL



Nursery Manager – Person Specification

Requirements	Essential	Desirable
Qualifications	Approved EYFS Level 3 or above Computer literate	Degree Paediatric first Aid Basic food hygiene
Work Experience	Experience of working in a nursery or other EYFS setting Experience of line management of others Experience of working in partnership with families Experience of working with external agencies Understanding of safeguarding	Experience of working as a nursery manager
Specific Skills	Drive and enthusiasm to lead and inspire a team to deliver outstanding nursery childcare Good organisational and time management skills Ability to work on own initiative	Management of all financial aspects, including budgeting, funding, grant applications and fundraising Capability to write, implement and monitor school and nursery specific policies and procedures
Knowledge	Knowledge of managing a nursery setting Ability to work with parents/carers and encourage their involvement valuing the differences in family units Knowledge of EYFS and Ofsted regulations and inspection criteria Awareness of the Health and Safety at Work Act Commitment to equal opportunities Understand the importance of confidentiality Knowledge of child development and indicators of possible SEND	Knowledge of the administrative and funding elements of a nursery Experience of managing challenging behaviour and possess arbitrating skills
Disposition/attitude	Confident and sensitive communicator with both adults and children	



Downsell Road O Webheath O Redditch O Worcestershire B97 5RJ

Telephone: 01527 544820 O Facsimile: 01527 547121

Email: office@waps.shiresmat.org.uk O Website: www.webheath.worcs.sch.uk



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	Good interpersonal skills	
	Caring, warm with a good sense of humour	
	Professional manner	
	Sensitive to the needs of parents/carers	
	Flexible approach	
	Hardworking	
	Work as part of a team	
Other attributes	Commitment to professional development	
	Be reliable	
	Willingness to muck in with the team	
	Ability to work with trainees/students and give help and guidance when needed	



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