

# WEBHEATH ACADEMY PRIMARY SCHOOL



## Nursery Manager – Person Specification

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



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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	
<b>Other attributes</b>	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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