

Person Specification

Deputy Nursery Manager

KEY COMPETENCIES

	Essential	Desirable	
Education & Qualifications	<ul style="list-style-type: none"> ● GCSE English & Maths ● Level 3 Diploma in Childcare/BTec Early Years 	<ul style="list-style-type: none"> ● BA in Early Childhood Education ● SEN accreditation ● Paediatric or other First Aid Certificate 	A/I
Knowledge & Experience	<ul style="list-style-type: none"> ● Proven experience in a supervisory or leadership role within an Early Years setting (e.g., Senior Practitioner, Room Leader, or Deputy/Assistant Manager). ● Excellent knowledge of the Early years foundation stage and current Ofsted statutory guidance ● Comprehensive understanding and practical experience of implementing robust Safeguarding and Child Protection policies and procedures. ● Experience of assisting with or conducting staff performance management, supervision, and appraisals. ● Knowledge of meeting needs of under 2's 	<ul style="list-style-type: none"> ● Experience of working with children with special needs ● Knowledge of early years and child development theories 	A/I
Skills & Abilities	<ul style="list-style-type: none"> ● Empathy and understanding of children under 5 ● Excellent verbal and written communication skills with staff, children and parents ● Competent IT skills for administrative tasks, record keeping, and communication (e.g., Google) 	<ul style="list-style-type: none"> ● Additional leadership training in management or coaching 	I/O

	<p>Workspace/Microsoft Office).</p> <ul style="list-style-type: none"> ● Demonstrate ability to lead, motivate, and develop a diverse team, ensuring high standards of practice and compliance. ● Ability to write reports and keep clear accurate records ● Good organisational & administrative skills ● Able to lead the team and respond to operational situations in a calm manner ● Able to work on own initiative ● Ability to assist the Heads of Nursery with staffing and operational planning. 		
Personal Competencies & Qualities	<ul style="list-style-type: none"> ● Passionate to transform the learning lives of under 5's, from babies upwards ● Patience, a caring approach and a sense of humour ● Able to meet deadlines and organise creative activities ● Demonstrate a friendly and professional approach to all stakeholders 	<ul style="list-style-type: none"> ● Demonstrates additional knowledge through hobbies and interests 	I/O

Assessed criteria – A –Application I – Interview R- reference O - Observation