

**Person Specification for Nursery Manager  
Hummingbirds Educational Nursery**

Evidence will be sought from  
A (the Application Form/Supporting Statement) and I (through Interview)

<b>Education/Qualifications &amp; Experience</b>	<b>Evidence</b>
Hold a minimum of Level 3 Childcare qualification or Early Years equivalent qualification	A
At least 2 years post qualification experience working within a 2 –5 years' provision or Early Years setting	A
Excellent knowledge and understanding of policies/codes of practice- child protection/safeguarding, Keeping Children Safe in Education, SEND/Inclusion, Health and Safety, Equal Opportunities, Data Protection and Confidentiality	A/I
Recent experience working in a management role- overseeing the day to day management, staffing and organisation of a childcare setting	A
Demonstrate excellent working knowledge of the EYFS framework and current Ofsted statutory requirements	A/I
Demonstrate knowledge of financial systems i.e. funding, billing and managing budgets	A
Experience of working as a key worker for a group of children and their families	A
Excellent knowledge and proven experience of planning and implementing high quality learning opportunities	A
Enhanced DBS Police Check (will be obtained if successful)	
Paediatric First Aid & Food Hygiene Training (must show a commitment to complete the training if not already qualified)	A
<b>Skills &amp; Attributes</b>	
Highly creative, dynamic and enthusiastic with a can do attitude	A/I
Be patient and approachable, with a caring personality	I
Demonstrate excellent communication skills and to be able to work effectively as a team	A/I
Strong IT, numeracy, literacy skills with the ability to plan and organise time effectively	I
Ability to write detailed reports and keep clear and accurate records	A
Ability to lead a team, manage effectively and efficiently whilst upholding positive working relationships as a mentor	A
Ability to observe, assess and report on children's behaviour	A/I
Ability to form good working internal and external relationships as well as maintaining and growing those with SS Mary & Michael's school and the wider parish community	A/I
Reliable and committed to providing the greatest possible opportunities to children in their care	A/I
Empathy and understanding of children under five	A/I
Ability to create and implement systems for child records	A/I
Knowledge of marketing, admissions process, free entitlement funding and payments	A/I
<b>Desirable Criteria</b>	
Working towards (or completed) early years' degree	A
Safer recruitment training and Safeguarding certified	A