



School: Ellistown Community Primary School
Job Title: Nursery Manager
Grade: 8

	Essential	Desirable	How assessed
<u>Qualifications</u> NVQ3 or equivalent in Childcare.	✓		App/Doc
<u>Experience</u> Experience of working with under fives. Experience of working within the nursery education and meeting the requirements relating to Ofsted Inspection. Experience of managing a budget Experience of writing reports. Experience of leading a team of adults.	✓ ✓ ✓ ✓ ✓		App/Ref
<u>Knowledge</u> Knowledge of child development in 2-5 year olds. Knowledge of current legislation affecting care and education of under fives. Knowledge of planning an appropriate curriculum to promote the desirable learning outcomes/Early Learning Group. Knowledge of assessment procedures and record keeping. Knowledge of Forest School	✓ ✓ ✓ ✓	✓	

PERSON SPECIFICATION

	Essential	Desirable	How assessed
<u>Skills/Attributes</u>			
Effective communicator.	✓		
Good interpersonal skills.	✓		
High level of personal organisation.	✓		
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Int
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)