Howe Green House School & Little Oaks Nursery School

Assistant Nursery School Manager - Person Specification

Job Title: Assistant Nursery School Manager		
NB these are the minimum expected requirements	**Essential**	**Desirable**
Experience		
At least 3 years' experience of working in a nursery or EYFS school setting	√	
At least 1 year experience of working in a leadership / supervisory role within a nursery or EYFS school setting		√
Education and Training		
Completion of an NVQ Level 3 childcare qualification Alternatively equivalents i.e. NNEB, BTEC Nat Dip, CACHE Dip in childcare	√	
Up to date safeguarding training	√	
Basic food hygiene certificate already acquired		√
Paediatric First aid certificate already acquired		√
GCSE grade 'C' or above in Maths and English	√	
Knowledge and Skills		
Good understanding of the importance of safeguarding and promoting the welfare of children	√	
Knowledge of health and safety procedures	√	
Knowledge, understanding and commitment to equal opportunities	√	
Clear understanding of Early Years Foundation Stage	√	
Good understanding and knowledge of child development	√	
Knowledge of keyworker systems and record keeping	√	
Personal Attributes		
An effective communicator – orally and in writing	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management & strong work ethic	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct	√	
Safeguarding		
Howe Green House School & Little Oaks Nursery operates within a whole school culture of promoting the welfare of children, and is committed to safeguarding. We therefore expect all staff, visitors and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to satisfactorily pass safer-recruitment checks, which include seeking references, acquiring a DBS disclosure at the appropriate level and additional checks with agencies that may hold relevant safeguarding information.		