

Pilgrims Pre-Preparatory School

Person Specification – Early Years Department Manager



Person Specification			
The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p>Minimum Level NVQ Level 3/NNEB or equivalent in Early Years</p> <p>Evidence of commitment to ongoing personal and professional development</p>	<p>A level 4/5/6 qualification in early years or management.</p> <p>First Aid at Work Paediatric First Aid Mental Health First Aider Safer Recruitment trained</p>	<p>Certification</p> <p>Application form / Interview</p>
Experience	<p>Minimum of 2 years working in a senior role within a childcare setting.</p> <p>Providing care and education to children from a wide range of backgrounds, including those with Special educational needs.</p> <p>Experience of effectively motivating, leading and managing a team and staff deployment.</p> <p>Experience of coaching and mentoring students and/or apprentices.</p> <p>Experience of observing and assessing children's development</p> <p>Experience of dealing with parental requests and concerns</p>	<p>Experience of managing budgets, including staffing and recruitment costs</p>	<p>Application form / Interview</p>

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<p>Knowledge</p>	<p>Good understanding of Ofsted expectations and the inspection process.</p> <p>Excellent understanding of the needs of young children.</p> <p>Extensive working knowledge of the Early Years Foundation Stage, including Welfare Requirements and all documentation and procedures in relation to safeguarding of children.</p> <p>Up to date with changing legislation and practices.</p> <p>Knowledge of implementation and development of equality and diversity practices.</p>		<p>Application Form Interview</p>
<p>Skills and Abilities</p>	<p>Ability to provide good quality advice and appropriate levels of support to staff regarding the EYFS curriculum, planning and observations.</p> <p>Ability to devise and deliver training and presentations on a variety of relevant topics to staff and parent groups.</p> <p>Ability to support staff with their professional development through the PMR process and setting SMART targets.</p> <p>Computer literate and familiar with all Microsoft packages.</p> <p>Excellent communication skills both written and verbal.</p> <p>Able to work on own initiative and manage own workload.</p> <p>Able to deal with staff performance issues and provide constructive feedback.</p> <p>Confidence to have difficult conversations with staff and parents.</p> <p>Ability to support parents with relevant advice and guidance.</p>		<p>Application / Form Interview</p>

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	<p>Able to devise rotas and timetable to support school / department needs.</p> <p>Ability to motivate and inspire expected behaviour and attitudes.</p> <p>Promote and establish an environment that engenders respect and respectful working relationships – staff and parents.</p> <p>Ability to take on board feedback and using it to support own development.</p>		
<p>Personal Qualities</p>	<p>A team player with a resilient and flexible approachable to adapt to change and deal with emergencies or unforeseen events.</p> <p>To be seen as a positive role model, demonstrating expected behaviour at all times.</p>		<p>Application Form Interview</p>