

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 qualification in early years or management or a willingness to train towards this.</p> <p>First Aid Qualification Mental Health First Aid Qualification</p>	<p>Certification</p> <p>Application form</p> <p>Interview</p>
Experience	<p>Minimum of 3 years working in a Management 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 observing and assessing children's development</p>	<p>Experience of managing budgets, including staffing and recruitment costs</p> <p>Experience as a SENDCO</p>	<p>Application form</p> <p>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. Extensive working knowledge of the Early Years Foundation Stage, including Welfare Requirements and all documentation and procedures in relation to safeguarding of children Up to date with changing legislation and practices</p> <p>Understand the importance of environment (inside and outside) – to support the children in their learning and development.</p> <p>Ability to ensure that working practices create an environment of inclusivity</p>		<p>Application Form Interview</p>
<p>Skills and Abilities</p>	<p>Ability to provide accurate advice and appropriate levels of support to staff regarding the EYFS curriculum, planning and observations</p> <p>Experience of coaching and mentoring</p> <p>Devise and deliver training and presentations on a variety of relevant topics to staff and parent groups.</p> <p>Computer literate and familiar with all Microsoft packages</p> <p>Excellent communication skills both written and verbal</p> <p>Ability to work on own initiative and manage own workload</p> <p>Well organized, able to promote and role model tidy and smart working practices.</p> <p>Ability to create a stimulating and inspiring environment, making the best use of resources.</p>		<p>Application Form Interview</p>

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	<p>Able to devise rotas and timetable to support school / department needs Emotional Intelligence</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>Awareness and understanding of the Performance Management processes.</p> <p>Ability to support staff development and performance issues, providing constructive feedback and SMART targets.</p> <p>Experience of successfully handling difficult conversations with staff or 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 behaviours at all times.</p>		<p>Application Form Interview</p>