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**PERSON SPECIFICATION - BEACON NURSERY MANAGER**

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| **Item** | Essential | **Desirable** | **Identified By** |
| Qualifications | Good general education – GCSE’s or equivalent. | Management Qualification. | Copies of Certificates. |
|  | NNEB / CACHE diploma  BTEC National Diploma in Early Childhood Studies  NVQ Level 3 Early Years Care & Education. | Advanced Diploma in Childcare & Education,  HND Early Childhood Studies,  Early Years Teaching Certificate, or equivalent. | Copies of Certificates. |
| Experience | At least 3 years experience of working in a similar childcare environment. | Setting up a new Nursery. | Application Form & Interview. |
|  | Responsibility for supervising and developing staff. |  | Application Form & Interview. |
|  | Minimum of 2 years Nursery Management experience. |  | Application Form & Interview. |
|  | Experience of OFSTED Inspection process. |  | Application Form, Copies of OFSTED Reports & Interview. |
| Knowledge | Current knowledge of childcare, child development and the needs and characteristics of young children. | Framework for the provision of registered nursery education. | Application Form & Interview. |
|  | What constitutes good quality in relation to day-care, play, nursery education and family support. | Recent initiatives in Early Years. | Application Form & Interview. |

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|  | Key themes of relevant legislation relating to day care and family support. | Principles of standard setting and quality assurance systems and process. | Application Form & Interview. |
|  | Principles and good practice in relation to equality of opportunity and the provision of an anti-bias environment and curriculum. |  | Application Form & Interview. |
| Skills | An able and effective communicator, verbally and in writing, literate, numerate and IT literate. |  | Application Form & Interview. |
|  | Ability to give advice and guidance in an appropriate manner. |  | Application Form & Interview. |
|  | Interpersonal skills, including listening, facilitation, influencing and negotiation. |  | Application Form & Interview. |
|  | Ability to manage and develop staff. |  | Application Form & Interview. |
| Aptitude | Ability to provide advice to senior management and Board of Management. |  | Application Form & Interview. |
|  | Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and requirements. |  | Application Form & Interview. |
| Personal | Caring approach to children. |  | Application Form & Interview. |
|  | Enthusiasm and commitment. |  | Application Form & Interview. |
|  | Resilient, flexible & able to work under pressure. |  | Application Form & Interview. |
|  | Non-judgemental attitude. |  | Application Form & Interview. |
|  | Vision and drive. |  | Application Form & Interview. |
|  | In sympathy with the Christian Aims and Purposes of the YMCA. |  | Application Form & Interview. |