



Person Specification: Deputy Manager

Please read this Person Specification carefully, as it will be used to assess candidates as part of the short listing and interview process. You should state any experience you have had, which shows how you meet these criteria, when you complete your application form. The Committee will be looking for candidates who most closely match the following criteria, but they do not expect the successful candidate to meet all the “desirable” criteria when s/he joins Haslingfield Little Owls Preschool. However, the Deputy Manager will be expected to build on existing knowledge, experience, and skills during his/her continuous professional development.

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • CACHE Level 3 Diploma in Pre-School Practice, NVQ Level 3, or equivalent that is considered ‘full and relevant’ by Ofsted to count in ratio under the Early Years Framework. • At least 2 years experience in Early Years; • Evidence of Continuing Professional Development • A sufficient understanding of the English language, both spoken and written 	<ul style="list-style-type: none"> • 12 hour First Aid certificate • Child Protection training • Health & Safety training • Food hygiene training • Training in Forest Schools, Loose Parts play, Planning in the Moment, heuristic play and other Early Years approaches • Designated Persons roles • additional training and CPD that has enhanced your Early Years practice
Experience	<ul style="list-style-type: none"> • A thorough understanding of the EYFS and how to implement it • A strong pedagogical approach to the Early Years • Experience of being a Key person to manage children’s learning and development records through effective planning, observation and assessment • A firm understanding of how best to support a child’s learning and development • Experience of fostering positive behaviour in young children • Experience of SEND • An understanding of British values • An Insight into Enabling Environments 	<ul style="list-style-type: none"> • Experience of working with 2-4 year olds • Use of Tapestry learning journals • Experience of managing staff • Experience of undertaking Management tasks • OFSTED experience • Experience of pack-away settings • Running staff training/meetings • Contributing to a setting’s self-evaluation
Knowledge & Skills	<ul style="list-style-type: none"> • A passion for working with children the ability to build and form 	<ul style="list-style-type: none"> • Good influencing skills to encourage children to interact with

	<p>secure relationships with their parents</p> <ul style="list-style-type: none"> • Knowledge of current safeguarding and welfare practices • Able to form strong relationships with colleagues and other professionals • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents and other professionals • Able to show sensitivity and objectivity in dealing with confidential matters • Proficient in the use ICT, including Excel, Word and tablets as a minimum • A passion for outdoor learning 	<p>others and be socially responsible</p> <ul style="list-style-type: none"> • Able to work strategically and methodically • Able to think of and implement creative solutions • Innovative approaches to developing inside and outside environments
Personal Characteristics	<ul style="list-style-type: none"> • Acts with integrity, honesty, loyalty and fairness • Resilient and determined • Sensitive to the needs of children, staff, parents and committee • Must be a team player who can work towards set goals • Able to use their initiative, work under pressure and use a flexible, solution focussed approach • Good time keeping, especially as we are a pack away setting • Able to adapt and be flexible to the needs of Haslingfield Little Owls • Desire to go above and beyond 	<ul style="list-style-type: none"> • Willing to attend Staff and Committee meetings outside normal working hours • Committed to learning new skills and undertaking training