



Supporting children,
young people and families

PERSON SPECIFICATION

POSITION: NURSERY MANAGER (FULL TIME)

CANDIDATE NO:

For office use only		
Shortlisted:	Yes/No	Internal/External
Result of Interview	Appoint / Hold / Not Appointable	
Reasons for Decision		
Chair of Panel:		Date:

FOR OFFICIAL USE ONLY – NOT TO BE COMPLETED BY CANDIDATES

CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
WORK RELATED EXPERIENCE					
<i>ESSENTIAL:</i>					
1. A minimum Level 3 qualification in childcare	Application Form and interview				
2. 2 years proven Leadership/managerial experience including comprehensive staff management through coaching and mentoring.	Application Form and interview				
3. Experience of proactively developing services and monitoring quality.	Application Form and interview				

4. Experience of managing budgets and monitoring expenditure	Application Form and interview				
CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
5. Experience of leading a setting into a good/outstanding Ofsted inspection.	Application Form and interview				
<i>DESIRABLE</i>					
1. Experience of representing and promoting an organisation to external bodies	Application Form and interview				
2. A Level 4/5 qualification (or working towards a Degree)	Application Form and interview				
3. DSL trained or willingness to be trained.	Application Form and interview				
SKILLS AND ABILITY					
<i>ESSENTIAL:</i>					
1. Ability to take on the role of Designated Safeguarding Lead for the setting.					
2. Ability to write clear reports and an organised approach to administration.	Application Form and interview				
3. Ability to work both as part of a team and on own initiative.	Application Form and interview				
4. Good keyboard skills – Microsoft Office, nursery management systems and other applications.	Application form and interview				
5. Excellent communication, customer service and presentation skills.	Application form and interview				
6. Ability to set clear standards and targets and to monitor and moderate them effectively.	Application form and interview				
7. Ability to manage and prioritise a complex workload.	Application form and interview				



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<i>DESIRABLE</i>					
1. Ability to contribute to the development of corporate strategy.	Application form and interview				
CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
2. Empathetic, supportive approach to working with children, families and volunteers.	Application form and interview				
KNOWLEDGE					
<i>ESSENTIAL:</i>					
1. Knowledge of the EYFS Curriculum, Welfare Standards, Statutory Framework & the Children's Act.	Application form and interview				
2. Understanding of current theoretical child development initiatives.					
<i>DESIRABLE</i>					
1. Knowledge of current issues affecting childcare / community development.	Application form and interview				
2. Knowledge of funding streams available for childcare/community services.	Application form and interview				
CIRCUMSTANCES					
<i>ESSENTIAL:</i>					
1. Ability to work flexible hours including evening and weekends.	Application Form and interview				