

Ashfield Nursery School

Person Specification – Playgroup Manager (N6)

Essential

1	Experience of supporting Early Years pupils in an effective learning environment.
2	An excellent knowledge of Early Years Foundation Stage and ability to plan and implement an effective curriculum for this age group (2-3)
3	The ability to lead, motivate and supervise a team of staff
4	Experience of effective classroom organisation in an Early Years setting.
5	Organisational skills to manage the day to day operations in the setting
6	NVQ Level 3 or above for Teaching Assistants or equivalent qualification or higher
7	Experience of forming strong, trusting relationships with parents, staff and pupils.
8	Experience of using ICT to support pupils in the classroom, and of developing children's activities and following their lead in play.
9	Excellent communication skills, both verbal and written in order to interact with children, staff and parents.
10	A good understanding of child development and individual needs in order to plan, assess and implement appropriate activities including for children with additional needs.
11	Able to take a lead role in reviewing pupil's progress including liaising with other agencies as appropriate, producing up to date records and reports.
12	A commitment to promoting equality and diversity within the playgroup..
13	To share responsibility with senior staff for the progress of children within the playgroup
14	Ability to prepare and keep detailed records of children's physical, care and educational progress and carry out additional administrative tasks associated with the running of playgroup eg signing in and out sheets, attendance etc.
15	Ability to ensure the environment is safe and secure for staff and children and all children are supervised and their physical needs are being met.
16	An excellent knowledge of child protection and safeguarding processes. Show a commitment to ensure a culture of safeguarding in the playgroup.
17	Appropriate behaviour, understanding and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and families ▪ ability to liaise with outside agencies ▪ positively managing behaviour and maintaining discipline.
18	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. Committed to achieving further professional development

Desirable

1	Training as a Designated person or willingness to be trained.
2	Experience of working in a management or supervisory role in an early years setting.
3	Experience of advancing progress of pupils of Nursery age within an effective and creative learning environment.

4	Paediatric First Aid and Food Handling Training or willingness to undertake
5	Skills, experience, training or ability to work indoors and outdoors
6	At least 2 years experience in an Early Years setting

The following methods of assessment will be used: Interview, teaching session.

The following criteria must be satisfactory when recruitment checks are completed:

1	DBS Disclosure and Barring Service check.
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)