



POST TITLE: NURSERY MANAGER

DEPARTMENT: LITTLE GEMS NURSERY

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Diploma in Nursery Nursing – NNEB, BTEC or NVQ Level 3	First Aid at work Basic Food Hygiene	Application Form / Certificates Application Form / Certificates Application/Interview
EXPERIENCE	2 Years experience of working in an early years setting Thorough Working knowledge of Childcare and development.	Experience of a senior position within an early years environment. Experience in a Training Environment Experience of working with parents as partners.	Interview/Application Form Interview Interview
KNOWLEDGE/ SKILLS/ APTITUDE	Foundation Stage Curriculum and the Early Years Learning Goals OFSTED National Standards For Under 8's Day Care Good Communication personnel and interpretation skills Ability to: <b>Work under pressure, meet deadlines and achieve targets</b> <b>Assess results and progress of each child</b> <b>Organise train and motivate a team of staff.</b> <b>Plan, prioritise, monitor and evaluate work</b> <b>Form positive relationships with a wide range of people and agencies.</b> <b>Work on own initiative and as part of team within KYP and Little Gems.</b> <b>Adaptable to meet requirements of contingency plans.</b> <b>Understanding of Equal Opportunities</b> <b>Ability to raise funds for Little Gems</b> Knowledge of Rochdale area Child Protection Procedures.	Computer skills and basic account keeping. Ability to relate well to young children of varying backgrounds and in different situations Understanding of current statutory Health & Safety requirements Preparing and presenting reports for people of different levels. Developing initiatives and training for staff trainees and volunteers. Awareness of the voluntary sector and local organisations.	Application Form / Interview Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Interview
SPECIAL WORKING CONDITIONS	Flexibility in terms of working conditions and location Attendance at staff and management meetings A commitment to undertake relevant further training Occasional weekend and evening work.	Ability to speak Urdu or Punjabi	Interview