

PERSON SPECIFICATION

POST: **Early Years Group Leader** - Sunflower Nursery
DATE: January 2018
REPORTING TO: Nursery Manager
RESPONSIBLE TO: Deputy Nursery Manager

Minimum Essential Requirements:	Application (A) Interview (I)
Skills:	
1. Ability to relate well to children, their parents/carers and with professionals from outside agencies in a calm and professional manner.	I
2. Ability to be adaptable to meet the variable needs of different children	A & I
3. Ability to work in a team.	A & I
4. Ability to plan a range of activities appropriate to the ages and developmental stages of the children you are caring for	A & I
5. Ability to keep records and to write short reports.	A & I
6. If the Manager and Deputy Nursery Manager are absent to have the ability to take charge of the Nursery on a short term basis.	A & I
7. Ability to lead and direct the work of Key workers, Nursery Assistants and students, providing support and motivation.	A & I
8. Ability to relate well to parents/carers, encouraging their involvement in the nursery and contributing to the work of the nursery parents group	A & I

Knowledge:	
<ol style="list-style-type: none"> 1. An up to date knowledge of good practice in child day care and early years education. 2. An understanding of the Children Act 1989 and its application to Nursery child care practice 3. An understanding of the National Standards for day care for under 8's, and of the OFSTED regulatory requirements. 4. An understanding of and commitment to promoting equality and diversity and anti discriminatory polices. 	<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>I</p>
Experience:	
<ol style="list-style-type: none"> 1. Post qualification experience of working with children aged 4 months to 5 years. 2. Experience of working in a day nursery, or equivalent setting. 	<p>A & I</p> <p>A</p>
Qualifications / Training:	
<ol style="list-style-type: none"> 1. NNEB, BTEC or NVQ3 in child care or equivalent. 2. To have, or be prepared to obtain, First Aid certificate. 3. To have, or be prepared to obtain, Food Hygiene certificate. 	<p>A</p> <p>A</p> <p>A</p>
Special Requirements:	
<ol style="list-style-type: none"> 1. Able to work a flexible rota pattern. 2. Able to attend occasional meetings outside normal working hours. 	<p>I</p> <p>I</p>

Behaviours:

1. **Communication** - Take steps to keep others informed about what they need to know
2. **Creative thinking** - Be innovative and creative and adopt lateral thinking in the approach to current and future issues
3. **Customer focus** - Seek to understand the needs of internal and external customers and aim to exceed these consistently
4. **Delivering results** - Have clear and agreed goals and meet them
5. **Flexible and adaptable** - Adopt a practical approach to achieve the required results
6. **Teamwork** - Work effectively with others and ensure team objectives are met