


Personal Specification

	Job Title	Deputy Manager
	School	Hillview Nursery School
	Location	Hillview Children's Centre 2 Grange Road, South harrow
	Grade	G6
	Reports to	Carly Orbell / Lisa Orbell
	Staffing Responsibility	YES
	Restricted	No

Note for applicants – The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying. In your application on no more than 2 sides of A4 paper, you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the selection criteria marked 'A' below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery. If you fail to do so, you will not be short listed.

Short listing will be on the basis of assessing the selection criteria marked 'A'

Knowledge Indicator (Define the knowledge that is essential to the job e.g. particular legislation related to the job)

Ranking Order		Method of Assessment
1	a. Knowledge and understanding of equal opportunities in employment and service delivery and an understanding of anti-discriminatory practice in working with children, young people and their families.	A I
1	b. Knowledge of how to promote positive images of racial identity and disability for all children.	A I
1	c. Knowledge of current legislation and procedures relating to:-Children's Act 1989/2004, Special Educational Needs Code of Practice, Statutory Framework for the EYFS, Ofsted, Safeguarding Children, Health and Safety.	A I
1	d. Knowledge of delivering the Early Years Foundation Stage	A I
2	e. Knowledge of participating in the changing environment of Early Years and Childcare Services.	A I

Experience - (Specify the range, type and depth of experience required rather than being general or just specifying the number of years and consider relevant unpaid work)		
1	a. Experience of leading a team successfully	AI
1	b. Experience of working alongside management / Headteachers successfully	
2	c. Experience of working with children and parents.	A I
1	d. Experience of working with children between the ages of 2-5 years	A
1	e. Working with children and families with diverse needs	A I
2	f. Working within a team and attending staff meetings and training	A I
1	g. Working within a multi disciplinary team	A I
<p>Education, Qualifications and Training (Specify only essential qualifications that can be justified and equivalent qualifications gained outside the UK, consider work related qualifications e.g. NVQ's. Remember relevant experience can be in addition to or instead of qualifications. If no qualifications are required, this section can be left blank)</p>		
1	a. NNEB/BTEC nursery nursing/NVQ3 or equivalent	A Cert
<p>Skills and Abilities (Specify type and level of skills and abilities relevant to the job that can be measured, e.g. accurate recording)</p>		
1	a.Ability to lead and motivate an experienced team	A1
1	b. Ability to effectively observe and record children's learning and development	A I
1	c. Ability to communicate effectively through oral, written and listening skills with children and adults	A I
1	d. Ability to work in a flexible manner and support a range of students	A I
1	e. Ability to work both on your own initiative and with others in a multi-disciplinary team in a busy environment.	A I
1	f. Ability to maintain appropriate professional relationships with carers/parents.	A I
<p>Other Essential Factors (Specify criteria directly related to the job e.g. ability to work unsocial hours, physical requirements, distinguish between 'need' and 'convenience' so it is justifiable and not discriminatory e.g. to women or disabled applicants. Include Genuine Occupational Qualifications or Requirements (GOQ's or GOR's) here if an essential requirement.</p>		
1	a.To be willing to attend appropriate training courses to promote professional development, and keep up to date through professional reading.	A
1	b. To be able to lift and carry and move children, equipment and resources	A I
1	c. To be able to work flexible working hours including evenings and weekends.	A I