

# Person Specification

## Nursery Lead

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• HNC Childhood Practice SCQF Level 7 or equivalent OR SVQ Social Services Children and Young People (Children) SCQF Level 7 or equivalent</li> <li>• Evidence of further training, study or professional development</li> </ul>	<ul style="list-style-type: none"> <li>• BA Childhood Practice or equivalent</li> </ul>
Previous Experience	<ul style="list-style-type: none"> <li>• At least 3 years experience in an Early Years setting</li> <li>• Experience in planning, assessment, recording and reporting</li> <li>• Experience of working effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of improvement and curricular planning, sharing information, working to tight deadlines</li> <li>• Experience of contributing to or leading staff development</li> <li>• Experience of liaison with parents, families and multi-agency teams</li> <li>• Experience of successfully organising Special Events for the learners and families</li> <li>• Experience of online nursery management system</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of further training, study or professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of leading staff development activities.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of local and national policies and drivers</li> <li>• Extensive knowledge of child development</li> <li>• Child Protection Procedures</li> <li>• GIRFEC</li> <li>• Knowledge of Health and Social Care Standards</li> <li>• Care Inspectorate policies and guidelines</li> <li>• SSSC Codes of Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of funding application process</li> </ul>

Working with others and leading others	<ul style="list-style-type: none"> <li>• Ability to work as part of a whole school team and contribute to the school's ethos.</li> <li>• Ability to lead and mentor staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in developing a team approach with a shared sense of purpose.</li> <li>• Has led staff in organised events or has chaired groups, committees, working parties.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Good working knowledge of ICT</li> <li>• Extensive knowledge of Curriculum for Excellence</li> <li>• Ability to manage physical resources</li> <li>• Ability to form and develop professional relationships within a range of contexts</li> <li>• Evidence of good leadership skills e.g. ability to make decisions, organise, plan, inspire, motivate, support, direct and develop others</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent presentation skills</li> <li>• Ability to lead in a team</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Supportive, caring, enthusiastic and motivated</li> <li>• Committed to partnership working</li> <li>• Ability to work flexibly</li> <li>• High level of interpersonal skills</li> <li>• Ability to motivate others</li> <li>• Understanding of the importance of confidentiality</li> <li>• Reliable</li> <li>• Approachable</li> </ul>	
Implementing Change	<ul style="list-style-type: none"> <li>• Enthusiastic approach and evidence of successful implementation of change</li> <li>• Ability to think creatively, be innovative and keen to set up new initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in carrying through curricular and other developments. Proven ability to review, monitor and evaluate change.</li> </ul>