

Person Specification

Deputy Nursery Manager

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

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