

Person Specification

Job Title:	Nursery Manager
Directorate	People
Service	Primary School
Location	Manor Park Primary School
Grade	Grade 6
Job Code	L36113D

Job Requirements	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the role of a nursery room leader in a primary school. • Knowledge and understanding of the principles and practices of early years education. • Up to date knowledge of curriculum management – EYFS curriculum and the EYFS Development Matters Framework. • Understanding of the assessment, recording and reporting of pupil's progress and achievements in the context of the EYFS curriculum. • Understanding of the opportunities, challenges and rewards of a school located in and working with, a community with changing diverse needs.

Skills and Abilities	<ul style="list-style-type: none"> • Ability to support the work of colleagues and able to contribute to the promotion of staff development. • Ability to listen and communicate effectively. • A commitment to the school's inclusion policy. • A calm, consistent and positive approach to behaviour management. • Substantial experience of working within the nursery phase providing care and educational needs across the full ability range, including special educational needs and gifted and talented pupils. • The use of assessment to track and review pupil data to set learning targets. • Participation in and commitment to a team approach to management and raising standards. • Ability to co-ordinate/ lead nursery care within the setting. • Ability to manage a budget for the promotion of nursery care. • Ability to promote positive home /school links to support whole school work with parents. • Ability to set up initiatives that will promote positive home /school links and parent partnership and contribute to home / school working parties to address school improvement.
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	<ul style="list-style-type: none"> • Evidence of involvement in INSET activities as a participant and as a provider.
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Educational	<ul style="list-style-type: none"> • Qualified Early Years L3 or above. • Evidence of commitment to further professional development and the professional development of others.
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Special Requirements	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Records Disclosure will be required prior to appointment. • An excellent record of attendance at work and unequivocal references. • Evidence of the health and capacity to meet the requirements of the job. • Evidence of a commitment to safeguarding and promoting the welfare of children will be assessed during the selection process, in line with the school's Staff and Recruitment Policy.
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Reviewed June 2021