**PERSON SPECIFICATION**

**POST TITLE:** Deputy Manager

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| **ATTRIBUTES/CRITERIA** | **RANK** | **HOW****ASSESSED** |
| EDUCATION & TRAININGNVQ level 3, Btec or equivalent, Foundation Degree, a relevant BA or other degree.First Aid Certificate Safeguarding TrainingEqual Opportunities | EssentialDesirableDesirableDesirable | App/Cert.App/Cert.App/Cert.App/Cert. |
| KNOWLEDGE & EXPERIENCEExperience of relevant practical nursery workSupervisory experience in a full day care settingKnowledge of Health and Safety Legislation/proceduresKnowledge of Child development and behaviourExperience of Special Needs Knowledge of Safeguarding Children /multi agency working and the CAF processKnowledge of Every Child Matters/The Children Act Knowledge of the Early Years Foundation StageUnderstanding of equal opportunities and diversityExperience of creating, implementing and monitoring effectiveness of policies and procedures | EssentialEssentialEssentialEssentialDesirableEssentialEssentialEssentialEssentialDesirable | App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int. |
| SKILLS & ABILITIESAbility to take on role of responsibility and deputise for Manager in absenceTo be able to carry out administration and financial tasksAbility to work on own initiative and prioritise workloadAbility to initiate and implement ideasGood planning/organisational skillsComputer literateTo be able to communicate effectively and develop positive relationships with adults, children and outside agenciesAbility to write legibly and good presentation skillsAbility to use initiative | EssentialDesirableEssentialDesirableEssentialDesirableEssentialDesirableEssential | App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.App/Int.. |
| OTHEREnthusiasm for the roleFlexible, Friendly ApproachPersonal Development | EssentialEssentialEssential | App/Ref/Int.App/Int.App/Int.  |

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| KEYApp - Application Int. - Interview Ref - ReferenceCert. - Certificate |