**PERSON SPECIFICATION**

**POST TITLE:** Deputy Manager

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| **ATTRIBUTES/CRITERIA** | **RANK** | **HOW**  **ASSESSED** |
| EDUCATION & TRAINING NVQ level 3, Btec or equivalent, Foundation Degree, a relevant BA or other degree.  First Aid Certificate  Safeguarding Training  Equal Opportunities | Essential  Desirable  Desirable  Desirable | App/Cert.  App/Cert.  App/Cert.  App/Cert. |
| KNOWLEDGE & EXPERIENCE Experience of relevant practical nursery work  Supervisory experience in a full day care setting  Knowledge of Health and Safety Legislation/procedures  Knowledge of Child development and behaviour  Experience of Special Needs  Knowledge of Safeguarding Children /multi agency working and the CAF process  Knowledge of Every Child Matters/The Children Act  Knowledge of the Early Years Foundation Stage  Understanding of equal opportunities and diversity  Experience of creating, implementing and monitoring effectiveness of policies and procedures | Essential  Essential  Essential  Essential  Desirable  Essential  Essential  Essential  Essential  Desirable | App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int. |
| SKILLS & ABILITIES Ability to take on role of responsibility and deputise for Manager in absence  To be able to carry out administration and financial tasks  Ability to work on own initiative and prioritise workload  Ability to initiate and implement ideas  Good planning/organisational skills  Computer literate  To be able to communicate effectively and develop positive relationships with adults, children and outside agencies  Ability to write legibly and good presentation skills  Ability to use initiative | Essential  Desirable  Essential  Desirable  Essential  Desirable  Essential  Desirable  Essential | App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  App/Int.  . |
| OTHER Enthusiasm for the role  Flexible, Friendly Approach  Personal Development | Essential  Essential  Essential | App/Ref/Int.  App/Int.  App/Int. |

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| KEY  App - Application  Int. - Interview  Ref - Reference  Cert. - Certificate |