**NURSERY MANAGER - PERSON SPECIFICATION**

**Qualifications and training** – the successful candidate will:

* Have full and relevant Level 4 qualification as defined by the Children’s Workforce Development Council, degree in Early Years Foundation Stage is desirable.
* Possess or willing to undertake professional updating and be qualified for First Aid, DSL/Child Protection, SEN and other subjects as appropriate.

**Experience** – the successful candidate will have:

* Substantial experience of working with groups of children aged 0 - 5 years.
* Management experience of a Nursery setting or similar.
* Safeguarding and Health and Safety Management experience.
* Worked with parents and outside agencies.
* Have met children’s individual learning requirements with particular needs, disabilities or those who require additional support.
* Commitment to the theory and practice of equality of opportunity and diversity.
* Produced high quality reports/documents.

**Skills -** the successful candidate will have:

* Excellent understanding of children's development, their needs and the provision of positive play and can demonstrate how children learn and can continuously enhance the teaching of the curriculum.
* Ability to provide a high quality, integrated early education and childcare service which complies with the Early Years Foundation Stage.
* Leadership skills with a vision for providing high quality inclusive care and education.
* Management skills to effectively operate the business of the Nursery.
* Excellent line management skills that ensures that the Nursery is a great place to work and that staff fulfil their potential. That staff workload is managed to enable practitioners to achieve their objectives.
* Good understanding of health and safety issues relating to the provision of day-care.
* Ability to work on own initiative.
* Excellent communication skills.
* Good organisational and planning skills.
* Ability to work as part of and contribute positively to teams.
* Professional approach and acts with integrity.
* Ability to support the nursery in creating a happy and welcoming setting.

Additional information:

## Disclosure and Barring Service Check

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check and include the Child Barred Check.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice Halesowen College Enterprises Limited ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists where appropriate.

## Data Protection

## You are required to meet the specifications of the HCE’s Data Protection Policy as part of your conditions of employment.  This will include information relating to past and prospective employees and children, students on work experience, suppliers and customers,

## Health and Safety.

HCE and its workers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities.  Specific health and safety responsibilities are detailed in the Health and Safety Policy.

Harassment and Discrimination

You have a duty not to discriminate against or harass colleagues, contractors, children, students, parents, guardians or potential students or other visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

Safeguarding and Staff Code of Conduct

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

## Smoking

Halesowen College and the Nursery@B63 is a designated smoke-free environment within the perimeter of all College property by order of the College Governors, smoking shelters are provided. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**