

**Broadlands Pre-School Centre**

**Burrows Field, Moorend Grove**

**Leckhampton, Cheltenham.**

**GL53 0EJ**

**Tel 01242 256354**

Registered Charity Number 1055656

**Person Specification – Preschool Manager**

**Essential Criteria**

* At least 2 year proven supervisory/ management experience working in an Early Years care and education setting.
* Full and relevant Level 3 qualification in childcare or higher, with the commitment to your ongoing CPD.
* Solid theoretical knowledge and understanding of child development and of children’s needs including SEN.
* Ability to think critically and make decisions, to work flexibly and in an innovative way to cope with the changing needs of the setting.
* Ability to work independently and to manage own time efficiently.
* Experience of managing, supervision, and appraisal of staff.
* Ability to lead and motivate staff.
* Ability to provide a creative and aspirational vision for the future of the setting.
* Ability to plan and implement a preschool curriculum, considering the SEN Code of Practice, child protection procedures and equal opportunities considerations.
* Demonstrate a detailed knowledge of current legislation relevant to Early Years.
* Understanding of the PREVENT duty, as it relates to the Early Years.
* Ability to comply with the requirements placed on the setting by the EYFS Statutory Framework.
* Ability to work with parents and families to encourage an effective partnership and active involvement in their child’s learning and development.
* Ability to effectively market the setting to maximise occupancy levels and income and maintain the preschool’s financial stability.
* Demonstrate a commitment to continuously promote a culture of safeguarding.
* Commitment to equal opportunities and an understanding of equality and diversity issues.
* Knowledge of Health and Safety issues and the ability to take responsibility for the health, wellbeing, and safety of all who use the setting.
* Excellent communication skills with the ability to write clear reports.
* Ability to use IT equipment to produce and maintain records, respond to emails, and manage administrative duties.

**Desirable Criteria**

* Level 4 or above in early years education.
* Current DBS on the update service.
* Up to date training in relevant certificates (First Aid, Safeguarding, Food Hygiene)
* Level 3 SENDCo qualification.
* Experience of passing an OFSTED inspection to a good level.
* Experience of using online learning journals such as Tapestry.