



PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

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| Moreland Primary School and Children's Centre | |
| Designation : 0-3 Manager | |
| Grade : PO3 | |

EDUCATION and EXPERIENCE

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| E1 | Relevant Graduate qualification or Early Years Professional Status |
| E2 | Preferably, a minimum of two years' experience of day to day management of staffing and education and childcare provision 0-3 within an EYFS setting. |
| E3 | A sound knowledge of child development and early childhood education. |
| E4 | Experience of working in a multi-cultural inner city setting and of working with children for whom English is an additional language. |
| E5 | An understanding of, and commitment to, integrated education and care. |
| E6 | Experience of administering admissions or a good understanding of the admissions process in Children's Centres. |

KNOWLEDGE, SKILLS and ABILITY

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| E7 | Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. and or vulnerable adults. |
| E8 | Proven commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development. |
| E9 | Commitment to maintaining and developing the ethos of the Centre and the school as a partnership of children, governors, staff from all the agencies concerned, parents/carers and the community. |
| E10 | High level of communication and inter-personal skills and the ability to communicate effectively, both orally and in writing, with children, staff, parents/carers and the community. |
| E11 | Ability to work in a co-operative and supportive manner with the Executive Head Teacher and the School's Senior Leadership team. |
| E12 | Ability to create a secure, well ordered and welcoming environment which ensures the educational, social and emotional well being of all children. Knowledge and understanding of health and safety within and Early Years setting including daily risk assessment, registers and care and welfare procedures. |
| E13 | Evidence of commitment to fostering equality and promoting the richness of |





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| | diversity through the Curriculum, in relationship with parents, and in the supervision, support and leadership of staff. |
| E14 | Ability to evaluate provision and initiate appropriate changes. |
| E15 | Commitment to, and a knowledge and understanding of, the importance of mainstream educational inclusion for children with special educational needs. |
| E16 | Sound knowledge of current developments and major issues in the education and care of children from birth to five years and to meeting the needs of families and the local community. |
| E17 | Knowledge and understanding of effective record keeping and its use to promote the educational and personal development of young children. |
| E18 | To have relevant IT skills, be willing to develop these skills as necessary and be familiar with relevant software. |
| E19 | The ability to implement a high quality curriculum for all children,(0 months to 3 years old), and knowledge of the Foundation Stage including differentiated learning. |
| E20 | An understanding of the importance of professional training and the ability to undertake performance management and supervision responsibilities. |
| E21 | Ability to form and maintain appropriate relationships and personal boundaries with children and young people. |

