

Pre-school Leader Person Specification

Qualifications and Training	Essential	Desirable	To be Evidenced By
A full and relevant level 3 qualification such as CACHE Level 3 Diploma in Pre-School Practice, NVQ Level 3 in Early Years or equivalent.	✓		Certificate
A level 4/5 qualification in early years or management or a willingness to train towards this		✓	Interview
Current Child Protection Certificate	✓		Certificate
Current First Aid Qualification		✓	Certificate
Experience	Essential	Desirable	To be Evidenced By
Minimum of two years' experience of working in a senior role in an early years setting, or at least two years other suitable experience.	✓		Application Form
To have up to date knowledge and experience of Early Years Foundation Stage	✓		Interview
Experience of effectively motivating, leading and managing a small team		✓	Interview
Evidence of good playgroup/pre-school practice	✓		Observation
Willingness to improve practice further	✓		Interview
Knowledge and Skills	Essential	Desirable	To be Evidenced By
Excellent understanding about the development and learning needs of young children	✓		Interview/Observation
Thorough knowledge of the Early Years Foundation Stage curriculum, including Welfare Requirements	✓		Interview
Knowledge of safeguarding children issues and procedures	✓		Interview
Knowledge of Ofsted expectations and the inspection process		✓	Interview
Experience of record keeping	✓		Interview
Knowledge of particular health and safety issues relevant to children of this age range	✓		Interview
Able to use common ICT tools	✓		Interview
Personal Qualities	Essential	Desirable	To be Evidenced By
Have a warm and positive approach to engage with children	✓		Observation
Commitment to providing a high quality service at all times	✓		Interview
Commitment to meeting the needs of children, parents and the playgroup	✓		Interview
Commitment to the inclusion of all pupils, regardless of emotional, physical or educational need	✓		Interview
Enthusiastic, positive, adaptable, calm and persevering with a sense of humour	✓		Interview
Proven effectiveness in working as a team	✓		Interview/Observation



The Firs Lower Pre-school

Job Related Aptitude and Skills	Essential	Desirable	To be Evidenced By
Leadership skills including the ability to offer positive encouragement and support	✓		Interview
Ability to observe and assess children's development	✓		Interview/Observation
Ability to develop good working relationships with parents and committee members	✓		Interview
Ability to co-operate and adhere to health and safety policy, practices and instructions	✓		Interview
Flexibility including the ability to cope with changing needs and demands	✓		Interview
Maintain appropriate level of confidentiality	✓		Interview
Flexible, creative approach to problem solving		✓	Interview
Additional Requirements	Essential	Desirable	To be Evidenced By
This post requires a DBS Clearance, and satisfactory references will be obtained prior to commencing employment.	✓		Appropriate Checks

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy.

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.

