

# Person Specification

**Post:** Preschool Manager

**Location:** Great Dalby Preschool

**Sector:** Early Years (EYFS)

## Essential Criteria

### Qualifications

- Level 3 or above qualification in Early Years / Childcare (e.g. NVQ, CACHE, Diploma).
- Relevant management or leadership qualification *or* willingness to work towards one.
- Paediatric First Aid certificate (or ability to obtain).
- Safeguarding and Child Protection training.
- Suitable DBS check.

### Experience

- Minimum 2 years' experience working within an early years setting.
- Proven experience of leading or supervising staff.
- Experience of implementing the EYFS framework.
- Experience of working with Ofsted requirements and inspections.
- Experience of supporting children with additional needs and liaising with external agencies.

### Knowledge & Understanding

- In-depth knowledge of the EYFS statutory framework.
- Strong understanding of safeguarding, child protection, and welfare requirements.
- Knowledge of SEND, inclusion, and equal opportunities.
- Understanding of health & safety, risk assessments, and safer recruitment.
- Awareness of data protection (GDPR) and confidentiality requirements.

### Skills & Abilities

- Strong leadership and team management skills.
- Ability to motivate, mentor, and develop staff.
- Excellent communication skills (written and verbal).
- Effective organisational and time-management skills.
- Ability to plan, monitor, and evaluate practice.
- Competent IT skills (e.g. online learning journals, emails, reports).
- Ability to work collaboratively with parents, carers, and professionals.

### Personal Attributes

- Passionate about early childhood education and child development.
- Calm, caring, and approachable.
- Professional, reliable, and flexible.

- Reflective practitioner committed to continuous improvement.
  - Ability to work under pressure and manage competing priorities.
  - High level of integrity and professionalism.
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### **Desirable Criteria**

- Level 5 or 6 qualification in Early Years or Leadership.
- Experience managing budgets and finances.
- Experience as Designated Safeguarding Lead (DSL).
- Experience in staff recruitment and appraisals.
- Knowledge of funding streams (e.g. 15/30 hours, EYPP).
- Experience of multi-agency working.