

PERSON SPECIFICATION

Post Title	Nursery Manager	Band	10	Job Evaluation Reference	G651
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Only asking for qualifications as an essential criteria can be done if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
An Early Years degree qualification that enables candidates to register with SSSC as a Manager of Day Care Children's Services (without conditions) such as:				X	
BA Childhood Practice					
Evidence of further training, study or professional development					X
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Knowledge of local & national policies and drivers				X	
Evidence of good management skills e.g. ability to make decisions, organise, plan, inspire, motivate, support, direct and develop others					X
Extensive knowledge of child development				X	
GIRFEC				X	
Substantial and relevant experience in a promoted post in the field of early learning & childcare					X
Improvement & curricular planning, self-evaluation, sharing information, working to tight deadlines				X	
Contributing to or leading staff development				X	
Liaison with parents & multi-agency teams					X
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Excellent communication skills				X	

Excellent presentation skills	X	
Good working knowledge of ICT	X	
Extensive knowledge of Curriculum for Excellence	X	
Ability to manage physical resources	X	
Ability to lead/work in a team	X	
Ability to form & develop professional relationships within a range of contexts	X	
4. PERSONALITY FACTORS	Essential	Desirable
• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Demonstrates leadership	X	
Supportive, caring, enthusiastic and motivated	X	
Committed to partnership working	X	
Ability to work flexibly		X
High level of interpersonal skills	X	
Evidence of good management skills e.g. ability to make decisions, organise & plan		X
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Willingness to undertake further development consistent with the post	X	
Registration with SSSC	X	
Continuing professional development	X	
Relevant PVG Checks prior to appointment	X	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.