

Montessori Explorers Nursery Manager Personal Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 5, BTEC, Joint degree or equivalent First Aid Certificate, Health and Safety Certificate Level 2 Maths Level 2 English 	<ul style="list-style-type: none"> Level 3 leadership and management qualification Montessori Qualification Financial/Sales/Marketing qualification First Aid at Work Designated safeguarding training Food hygiene
Experience	<ul style="list-style-type: none"> Minimum 5 years post qualifying childcare experience Minimum 2 years management experience Preparing and leading Ofsted inspections Financial and business management, budgetary planning and control Experience in marketing and social media tools Online learning journal Effective supervision and appraisal for staff HR and performance management of the workforce Working with key stakeholders for example, local authority, partners 	<ul style="list-style-type: none"> Use of Tapestry online learning journal
Knowledge and understanding	<ul style="list-style-type: none"> Strong understanding of the EYFS Understanding of Children Act and Ofsted requirements Knowledge of Health and Safety legislation Knowledge and understanding of safeguarding for children Knowledge of 30 hours free funding and how to support parents to get this Sound knowledge and experience of financial management and budgetary planning and control Needs of babies and children and ensuring effective plans are in place to offer continuous development for them Parent partnership 	<ul style="list-style-type: none"> Excellent understanding of leadership and management Knowledge of Montessori philosophy
Personal characteristics	<ul style="list-style-type: none"> Positive, enthusiastic and hardworking 	<ul style="list-style-type: none"> Desire to continue with professional development

	<ul style="list-style-type: none"> • Works hard to engage parents and key partners • Nurturing and approachable • Impeccable interpersonal skills • Flexible – fitting hours around for when you are most needed at the nursery 	
Skills	<ul style="list-style-type: none"> • Ability to lead a nursery team and develop positive relationships with colleagues, parents and children • Able to demonstrate new ideas to promote the nursery and attract new parents • Excellent communicator with internal staff and all members of public (agencies, parents, Ofsted) • Displays commitment to the protection and safeguarding of children • Ability to work on own initiative and prioritise workload • Monitoring and improving the settings performance (e.g Wage %, Debtors %, Income, Extra-curricular profit) • Contribute to outstanding inspections (internal and external) • Ensure accurate invoices are distributed to parents • Being able to lead and manage a team and motivate staff • Works collaboratively with colleagues • Resilient and demonstrates ability to work well under pressure • Good time management • Willing to work within organisational processes and procedures to meet required standards for the role 	<ul style="list-style-type: none"> • Ability to demonstrate creative abilities • Proficient understanding of computer/IT skills • Confident and competent with numbers (training can be provided to do the cash book, scheduling, holidays etc)
Other requirements:	<ul style="list-style-type: none"> • A full enhanced DBS check will be required for this post • Full and clean driving license and access to car 	