



Deputy Supervisor – Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake this role effectively. It is expected that the successful applicant will have and can demonstrate the following:

Essential	Desirable
Personal Qualities	
<ul style="list-style-type: none"> • Kind, caring and committed to the role. • Enthusiasm for learning, nurturing and working with all children. • Friendly, approachable, open, inclusive, welcoming, and personable. • Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within these. • To be reflective and committed to personal development. • To be a positive role-model at all times. • Able to maintain confidentiality. • Commitment to training and further developing knowledge and skills. 	
Qualifications	
<ul style="list-style-type: none"> • GCSE English and Maths – minimum Grade C - unless a Level 2/Level 3 relevant childcare qualification is already held. • Minimum Level 3 Qualification Children's Care Learning and Development in a timely fashion if not already held. 	<ul style="list-style-type: none"> • Foundation Degree in Early Years • NVQ Level 4 in Children's Care Learning and Development – or working towards • Equivalent Level Childcare Qualification. • Trained in Safeguarding and Child Protection. • Current First Aid Certificate. • Current Certificate in Food Hygiene.
Skills, Aptitude, Knowledge and Experience	
<ul style="list-style-type: none"> • To value and nurture each child as an individual. • To promote the Pre-School's inclusive ethos and aims, and contribute to and adhere to the setting's working practices, policies and procedures. • Ability to take full responsibility of a session in the absence of the Supervisor, upholding the ethos and policies of the Pre-School. • Ability to maintain accurate records and observations and to support the supervisor with administrative tasks. • Ability to take on administrative responsibilities. • Good written, verbal and non-verbal communication • Ability to relate well to children and adults including other professionals/parents/carers/. • Ability to fully contribute to maintaining and developing the setting as a whole as part of the staff team. • Proven experience of working with children in an early learning environment, either on placement or in paid employment • A comprehensive knowledge of The Early Years Foundation Stage Curriculum. • Ability to plan effective learning and care programmes as part of the staff team. • Ability to set up and create a safe, stimulating and exciting learning environment for the children to explore and thrive in including, lifting and carrying furniture/ equipment, and then putting it all away again at the end. • Ability to work independently using own initiative. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to demonstrate and promote good practice in line with the ethos of the Pre-School both indoors and outdoors. • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Fluent English speaker 	<ul style="list-style-type: none"> • Experience and knowledge of supporting children with SEND • Experience of the SENDCO Role

- This post requires an Enhanced CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment.