



## **ARDVRECK SCHOOL NURSERY**

### **Early Years Manager**

### **Skills and Competencies**

#### **Qualifications and Professional Registration**

##### **Essential**

- A relevant Early Years qualification meeting SSSC requirements for Manager/Lead Practitioner (for example, SVQ Social Services (Children and Young People) Level 9, BA Childhood Practice, or equivalent).
- Registration with the Scottish Social Services Council (SSSC), or eligibility and commitment to register prior to commencement.
- A recognised Child Protection and Safeguarding qualification appropriate to a leadership role.
- A valid First Aid qualification relevant to early years settings (or willingness to obtain within an agreed timescale).

##### **Desirable**

- A degree or postgraduate qualification in Early Years, Childhood Practice, Education or Leadership/Management.
- Additional training in leadership, management or quality improvement within early years settings.

##### **SSSC description:**

- Worker who manages a day care of children service and holds responsibilities for the overall development, management and quality assurance of service provision including the supervision of staff and the management of resources.

##### **Knowledge and understanding**

- Range of group policies and procedures required in the Early Learning and Childcare Setting
- Regulations relating to the Early Learning and Childcare Setting, in particular Child Protection
- Working knowledge of current curriculum documents
- Curriculum planning systems suitable for the Early Learning and Childcare Setting
- Current child progress assessment formats and record keeping requirements.
- Appropriate finance recording
- How to conduct support and supervision and annual appraisals for staff
- The importance of play in early years education.

##### **Skills and capabilities**

- Excellent communication skills (both oral and written)
- Sound understanding and use of ICT.
- Observation skills
- Planning and management
- Self-reflection to improve quality.
- Ability to work with others, to provide support, lead and motivate a team.



- Experienced at working directly with young children.
- Able to evaluate the Early Learning and Childcare Setting's practice.

### **Values and personal commitment**

- Committed to leading a team by example.
- To value parents and children as members of the Early Learning and Childcare Setting
- To take a lead in forward planning involving staff to provide a quality service
- To be punctual for work
- To ensure that relevant paperwork relating to the Early Learning and Childcare Setting and the children who attend is completed as required.
- Undertake Continuing Professional Development and/ or appropriate qualifications.