The specification outlines the knowledge, skills, training, and experience required by the successful applicant in order to carry out the role.

**Qualifications:**

* **Essential:** Relevant qualification in Early Childhood Education or a related field (e.g., NVQ Level 3 or above).
* **Desirable:** Management or leadership qualification in Early Years.
* **Desirable:** Level 3 Multi-Agency Child Protection.
* **Desirable**: Level 3 Pediatric First Aid.
* **Essential:** GCSE Mathematics and English Level 4 equivalent or above.

**Experience:**

* **Essential:** Significant experience working in an Early Years setting across age groups.
* **Essential:** Proven experience in collaborative leadership.
* **Desirable:** Previous experience as a Co-Manager or in a similar collaborative leadership position.

**Skills and Abilities:**

* **Essential:** Strong leadership and management skills with the ability to inspire and motivate a team.
* **Essential**: Excellent communication and interpersonal skills, including the ability to build positive relationships with children, parents, and staff.
* **Essential:** Thorough understanding of administrative duties, including funding, completing EY2Cs, headcount applications, and checking eligibility for 30 hours.
* **Essential:** Proven experience in administrative tasks such as forecasting and managing waiting lists.
* **Essential:** Proficiency in developing and implementing a play-based curriculum and progression of skills, fostering children's autonomy and active engagement in their learning.

**Personal Qualities:**

* **Essential:** Passionate about providing high-quality early years education & care.
* **Essential:** Proactive and adaptable with a positive attitude.
* **Essential:** Ability to work collaboratively within a leadership team.
* **Essential:** Excellent organisational and time management skills.
* **Essential:** To think creatively and come up with new ideas and solutions.

**Teamwork:**

* **Essential:** Ability to work effectively as part of a team, sharing responsibilities with the other Co-Manager.
* **Essential:** Demonstrated commitment to promoting a positive and inclusive team culture.

**Flexibility:**

* **Essential:** Willingness to be flexible in working hours to meet the needs of the setting.

**Additional Requirements:**

* **Essential:** Enhanced DBS check.
* **Essential:** Understanding and commitment to equal opportunities and diversity.

**How to Apply:**

Interested candidates should submit a CV and cover letter outlining their relevant experience and addressing the essential criteria outlined in this person specification.