

Pre-School Manager Person Specification

EXPERIENCE/SKILLS	ESSENTIAL	DESIRABLE
Qualifications and Training		
Registered with SSSC as Manager of a Day Care of Children Services	X	
BA in Childhood Practice	X	
Experience and Knowledge		
Experience in Early Years education	X	
Experience of managing a team	X	
Thorough working knowledge of all national guidelines and documents relating to early years education, including Curriculum for Excellence, Space to Grow, Realising the Ambition, National Care Standards, GIRFEC and How Good is our Early Learning and Childcare.	X	
An understanding of the benefits of play and learning in the outdoors	X	
Skills and Abilities		
The ability to lead and manage others to deliver education and care to a very high standard.	X	
Strong skills in Microsoft Office	X	
Strong and proven organisational skills - balancing the demands of both managerial and operational leadership.	X	
Effective communicator – focusing on the best ways to communicate ideas, listen to others, foster collegiality, and establish collective ownership.	X	
Strategic thinker - developing a vision of what success will look like in the Pre-School.	X	
Strong planning skills – achieve and deliver successful improvements in the Pre-School and deal with the challenges along the way.	X	
Persuasion and influencing - encourage others to help you achieve this success.	X	
Collaboration - seek opinions, respond to feedback and motivate others towards shared success.	X	
Change Management – open and adaptable to changes to plans and vision; analytical of research and evidence in identifying best practice; reflective of own leadership and practice.	X	
Personal Qualities		
High level of honesty and integrity combined with a warm, empathetic, and approachable personality.	X	
Ability to form and build good relationships with all stakeholders.	X	
Committed to continued professional development.	X	
Extremely thorough and works effectively under pressure in a calm manner	X	
Ability to thrive in a fast-paced environment.	X	
Professionally assertive, confident and a clear thinker.	X	
Adaptability, flexibility and willingness to learn new tasks and procedures as needed.	X	
Motivated, highly organised with initiative and with the ability to multi-task, prioritise and manage own workload.	X	

