



William Patten Day care
'For the best beginnings'



William Patten Daycare Limited

William Patten School, Church Street, Stoke Newington London N16 0NX

Tel: 02038444227 williampattendaycare@gmail.com

Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. Minimum QCA recognized Early Years / Childcare Level 3 qualification or equivalent	✓	
2. First Aid or Health and Safety qualifications		✓
3. EYP Status		✓
Knowledge	✓	✓
4. Good knowledge of child development	✓	
5. Knowledge of good practice in many elements of a day-care service.	✓	
6. Sound working knowledge of current legislation and procedures relating to the Children Act 1989, registration, OfSTED inspections and Child Protection.	✓	
7. Knowledge of requirements of H&S, food hygiene practices & procedures		✓
8. Knowledge and understanding of effective team work, including staff and working positively with parents/carers.	✓	
Skills	✓	✓
9. Ability to jointly, with the staff team, work within the framework of the EYFS to achieve a good quality curriculum for the nursery	✓	
10. Ability to prepare clear information for staff, parents/carers both written (including use of ICT) and oral.	✓	
11. Ability to liaise with parents and other professionals in respect of children with special educational needs	✓	

12. Ability to work as part of a team and actively participate as a team member.	✓	
13. Ability to provide management cover for day-care.	✓	
14. Ability to foster good relationships with staff, children and parents/carers	✓	

Experience	✓	✓
15. significant post qualification experience in managing including some management experience	✓	
16. Experience of record keeping, monitoring, programme planning and report writing in a clear and concise manner	✓	
17. Experience of the preparation OfSTED inspections, preferably in day-care		✓
18. Experience of providing a broad curriculum	✓	
19. Experience of working with children in a culturally diverse environment.	✓	
20. To be committed to working with children within the setting even when main responsibilities are concerned with a target age group.	✓	

Personal Qualities	✓	✓
21. Ability to work well under pressure	✓	
22. Ability to deal sensitively and in confidence with a wide range of issues	✓	
23. Ability to communicate effectively at all levels	✓	

Other Job Specific Requirements	✓	✓
24. To be committed to all daycare policies	✓	
25. To be prepared to work outside normal hours in emergencies	✓	