



## Person Specification ACE Pre-School Co-Ordinator

Job Requirements	Criteria		Evidenced Through
	Essential	Desirable	Application form (A) Certificate (C) Interview (I) Reference (R) Trial (T)
<b>Qualifications</b> Minimum NVQ Level 3 in Child Care and Education or equivalent	X		A,C
Current Safeguarding training and willingness to train as Designated Person	X		A,C I
Hold, be working towards or willing to undertake a relevant degree in Childhood Studies		X	A,C,I
Numeracy, a good level of Maths, GCSE at Grade C or new GCSE Level 4 or higher	X	X	A,C A,C
Literacy, a good level of English, GCSE at Grade C or new GCSE Level 4 or higher	X	X	A,C A,C
<b>Experience</b> A minimum of 3 years working with 0-5 year old children	X		A,I,R
Previous management experience	X		A,I
<b>Competencies</b> Ability to formulate an operational plan	X		I
Ability to plan rota's and effectively deploy staff	X		I
Ability to manage and monitor staff, including absence	X		I
Knowledge of additional support needs, SEND	X		I
Experience of recruitment, interviewing, monitoring staff development and evaluating training needs		X	A,I
Experience of managing grievance and disciplinary matters		X	I
Knowledge of child protection/safeguarding and case conferences. CAF/TAC procedures and ability to work within procedures that will enable quick and timely referrals	X		I
Understanding or appreciation of the importance of equal opportunities in the workplace	X		I
Computer literacy, a good knowledge of MS Office Suite	X		A,I
Paediatric First Aid certificate or willingness to undertake training	X		A,C
Ability to monitor staff development and identify training needs	X		I



Job Requirements	Criteria		Evidenced Through
	Essential	Desirable	Application form (A) Certificate (C) Interview (I) Reference (R) Trial (T)
Ability to ensure effective child development monitoring	X		I
Sound knowledge of how children learn and develop	X		I
Food hygiene certificate		X	A,C
Experience of handling complaints	X		I
Ability to organise and lead staff meetings	X		I
Experience of marketing		X	I
<b>Personal Attributes</b>	X		I
Effective communicator both written and oral			
Professional approach to all aspects of work	X		I
Will be required to carry out joint observations and give constructive feedback with member of teaching school staff	X		T

### Interview Selection

In order to be selected for an interview it is necessary to demonstrate within your application form that you fulfil all the essential criteria of this Person Specification