

# Person Specification

|   |   |  |
|---|---|--|
| <b>JOB TITLE</b>  | Deputy Manager                            |  |
| <b>LOCATION</b>   | Out There Kindergarten Stapleton, Bristol |  |
| <b>REPORTS TO</b>   | Setting Manager and Director              |  |
| <b>MAIN PURPOSE OF THE JOB</b>  |   |  |
| <ul style="list-style-type: none"> <li>· Support the setting manager and the team to deliver a quality early years experience in a unique setting</li> <li>· Assist the setting manager to lead staff teams and assist in the training and development of other staff members in regards to Forest school management.</li> <li>· Liaise with parents and other agencies</li> <li>· Act as a key worker for a group of children</li> <li>· Assist the manager in any EYFS compliance and implementation</li> <li>· Ensuring the smooth and efficient daily running of the setting</li> </ul> |   |  |
| <b>ESSENTIAL CRITERIA</b>   |   | <b>DESIRABLE CRITERIA</b>  |
| <b>EXPERIENCE</b>   |   |  |
| Experience of leading in other 'group' settings e.g working in and leading whole group/class sessions in schools/nurseries, after school clubs, holiday clubs   |   | Experience of leading forest school sessions in a variety of different sites including in public woodlands   |
| Familiar with following and completing risk assessments, site checks and other relevant documentation related to health and safety and safeguarding   |   | Experience of working in an early years setting and one which promotes one or more different approaches to early years education; Steiner, Forest School, Reggio, Montessori |

|  |  |
|--|--|
| Experience in an education setting with children/young people that promotes the Forest School Approach | Experience of being a key person or similar working closely with the child |
| <b>QUALIFICATIONS AND TRAINING</b>   |  |

|  |   |
|--|---|
| Level 3 or above in childcare and education or equivalent (must be recognised by Ofsted as a level 3 or above qualification)   | Forest School Leader/Forest School Leader in training (must have started and be due to complete the L3 qualification) |
| A range of other CPD that reflects a commitment to working   | An outdoor First Aid qualification  |
| A current pediatric First Aid qualification  | An outdoor First Aid qualification  |
|  |   |
| <b>KNOWLEDGE</b>   |   |
| A sound knowledge of the forest school approach and ethos which includes an understanding of a child led, play based approach to children's learning and development | Knowledge and experience of the different approaches to early years education; Reggio, Montessori, Steiner            |
| Experience of positive behaviour approaches including conflict resolution  | Knowledge and understanding of the Early Years Foundation Stage (EYFS) curriculum                                     |
| A knowledge of research related to the Forest School approach and benefits to children   | Understanding of the role of a 'key person' in early years  |

|   |   |
|---|---|
| Knowledge of particular health and safety issues relevant to this age group and understanding of managing risks in the environment. | Experience of working with a range of SEND in the 2-5 age range                   |
| Knowledge of particular health and safety issues relevant to this age group and understanding of managing risks in the environment. |   |
| Knowledge of child protection procedures  |   |
| Experience of working with different age ranges and abilities and a knowledge of planning for differentiation                       |   |
| <b>JOB RELATED SKILLS AND ABILITIES</b>   |   |
| Ability to be organised, proactive and take initiative on tasks   | Good written communication skills in order to keep records on our Family software |

|  |  |
|--|--|
| Ability to work well as part of small team   | Experience of working with outside agencies to improve children's outcomes |
| Excellent communication to develop effective relationships with colleagues, parents and outside agencies |  |
| Ability to maintain confidentiality  |  |
| <b>OTHER REQUIREMENTS</b>  |  |
| An understanding and commitment to equal opportunities   |  |
| An understanding of Health and Safety in the workplace   |  |

|   |  |
|---|--|
| A willingness to undertake further relevant training including some evenings and weekends |  |
|---|--|

**March 2024**