



# BROADLANDS

## Primary School

In federated partnership with Aylestone School  
and Withington C.P. School

Broadlands Lane HR1 1HY

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Executive Headteacher: Mr S Robertson

Head of School (Primary): Mrs C Willis

Head of Learning: Mrs L Smith

## Nursery Manager Personal Specification

Job Title: Nursery Manager	Post No: U696	Grade: HC7
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years previous experience of working within a Nursery</li> <li>• Experience of a leadership role in a childcare setting</li> <li>• Experience and knowledge of working with children up to 5 years old of age</li> <li>• Understanding and application of the highest safeguarding principles</li> <li>• Understanding of Ofsted standards, the EYFS and learning outcomes</li> </ul>	E E E E E
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<ul style="list-style-type: none"> <li>• Passion to work with children aged 2-5 years</li> <li>• Able to develop relationships with a wide range of people</li> <li>• Excellent communication skills</li> <li>• Ability to lead a team</li> <li>• Able to prioritise appropriately</li> <li>• Sound understanding of child development and of children's needs</li> <li>• Ability to plan and implement a nursery curriculum</li> <li>• Able to make an effective contribution to a team</li> <li>• Able to motivate and set examples to others</li> <li>• Willing to understand and work within set budgets</li> <li>• Administrative/IT skills including Word/Excel</li> <li>• Experience in marketing, publicity and communications</li> <li>• Driving Licence</li> </ul>	E E E E E E E E E E E D
<b>Qualifications and Training</b> <i>including professional qualifications</i>	<ul style="list-style-type: none"> <li>• Appropriate Level 3 or above childcare qualifications</li> <li>• Degree level standard of education; willing to consider Graduate Leader training</li> </ul>	E D

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<p><b>Other Factors</b></p> <p><i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<ul style="list-style-type: none"><li>• Constantly improve own practice/knowledge through self-evaluation and learning from others</li><li>• Commitment to working with young people</li><li>• Willingness to work in support of the ethos of the school.</li><li>• Police clearance.</li></ul>	<p>Interview</p> <p>DBS Police Check</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

June 2026