

Person Specification – Reception Manager

Criteria	Qualities	Essential/Desirable
Qualifications and Experience	Qualified teacher status	E
	Degree	E
	Successful primary teaching experience	E
	Full DBS disclosure	E
	At least 2 years recent experience of teaching in the early years Reception Stage	E
	Experience of teaching in Key Stage 1	D
Skills and Qualifications	Expert knowledge of Early Years Framework	E
	Ability to build good working relationships with staff and pupils	E
	Clear understanding of guidance and requirements around safeguarding children	E
	Knowledge of effective behaviour management strategies	E
	Ability to show understanding and empathy when dealing with children and parents	E
	Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve	E
	Ability to adapt teaching to meet pupils' needs	E
	Good attendance and timekeeping	E
	Good IT skills	D
	Effective communication and interpersonal skills	E
Personal qualities	Commitment to getting the best outcomes for all pupils	E

	Uphold and promote the ethos and values of the school	E
	Ability to work under pressure and prioritise effectively	E
	Maintain confidentiality at all times	E
	Commitment to safeguarding, equality, diversity and inclusion	E