

Interview Questions (Manager)

Candidate's Name _____ Date _____

Interviewer's Name _____

Experience questions		
Question	Response	Score
<p>Could you please tell us more about yourself, including why you would like the position and why you think you would be good at the job.</p>		
		0
		1
		2
		3
<p><i>Qualifications, experience, enthusiasm & commitment.</i></p>		
<p>The provision places great emphasis and value on inclusion. How would you ensure that the Equal Opportunities policy is implemented effectively?</p>		
		0
		1
		2
		3
<p><i>Challenge discrimination in all areas, The provision reflects and meets the needs of local community – race, religion, gender, social groups, abilities etc. Discrimination will not be tolerated – dealt with by Management Committees and Supervisor – disciplinary for staff. Respecting differences.</i></p>		
<p>How would you deal with the issue of confidentiality when dealing with a gossiping parent trying to engage a conversation with a member of staff about a child?</p>		
		0
		1
		2
		3
<p><i>Discourage gossip, ensure all written records etc are kept and remain confidential, allow provision of privacy for parents wishing to discuss sensitive issues about themselves and their families, all records are accurate and up to date, avoid discussing information in front of children, knowing why information is being passed on. Possible discipline issue.</i></p>		

As a manager what do you think your role is regarding parents/carers?	
	0 1 2 3
<i>First point of contact, role model, to be approachable, makes sure there is a high standard of care and education. Deal with problems, good communicator listens to parents/carers. Maintaining reputation, marketing provision. Information sharing.</i>	
Please describe in your opinion what a Quality Early Years Provision looks like & how this fits in with Every Child Matters agenda and the EYFS.	
	0 1 2 3
<i>EYFS, care learning development, inclusion, challenging play based approach, clear goals, meeting Children's needs, CPD, well resources, quality staff, equipment, parents, participation, warm relationships, policies, procedures, self evaluation, stimulating environment, reflective practise.</i>	
In your experience as a childcare practitioner tell us about an initiative/activity/project that you instigated or promoted in your setting that worked well and had a positive impact on the children in your care.	
	0 1 2 3
We recognise that our staff are one of our most valuable resources. We also recognise that as Early Years Practitioners many demands and expectations are placed on them. How would you encourage positive attitudes amongst your staff team and make them feel valued whilst maintaining an environment of respect.	
	0 1 2 3

<p><i>Clear roles, goals, vision, expectations, respect, delegate responsibilities, team planning, identify strengths & weaknesses, training, delegate support, seek ideas & contributions, identify & agree training & CPD, team building, good communication & Valuing others.</i></p>	
<p>Every Child matters strongly supported the proposition that everyone working with children, young people and families should have a common set of skills and knowledge “Common Core” Could you tell us more about these please.</p>	
<p><i>Six areas of expertise are.</i></p> <ul style="list-style-type: none"> • <i>Effective communication and engagement.</i> • <i>Child development,</i> • <i>Safeguarding and promoting the welfare of children.</i> • <i>Supporting transitions.</i> • <i>Multi Agency working.</i> • <i>Sharing information.</i> 	<p>0 1 2 3</p>
<p>What would you do if you saw a member of your staff displaying unacceptable behaviour towards a child?</p>	
<p><i>Make sure the child was reassured, talk to the member of staff in private, and refer to the provision policies, their job description & Terms & Conditions. Report to head, governors if the behaviour continued. Log incident.</i></p>	<p>0 1 2 3</p>
<p>How would you ensure the long term sustainability of the service you are offering?</p>	
<p><i>Budgets, reputation, marketing policies fee structures & activities offered quality of service & staff professionalism.</i></p>	<p>0 1 2 3</p>
<p>Occasionally extra commitments are needed. What do you think you can bring to</p>	

the community/School with regards to special skills, interests and vision for the future?

	0
	1
	2
	3
<i>Awareness of need outside of core hours, commitment. Activities and functions for parents and community members outside of normal working hours.</i>	

Any questions?	
----------------	--

Is candidate still interested in the role?	
--	--

Confirm when candidate will be advised if successful
--

Total Score for interview =
 Score for visit =
 Total=

0 = not demonstrated/ poor	1 = Average	2 = Developable	3 = Excellent
-------------------------------	-------------	-----------------	---------------