

Person Specification - Early Years Educator

Attribute	Essential	Desirable	Method of assessment
QUALIFICATIONS	<ul style="list-style-type: none"> Relevant Qualification at NVQ Level 3, CACHE Level 3, BTEC National Diploma, NNEB 	<ul style="list-style-type: none"> Food Hygiene Certificate First Aid Certificate Safeguarding 	<ul style="list-style-type: none"> Application form Proof of qualification
EXPERIENCE	<ul style="list-style-type: none"> Been employed or have significant voluntary work experience in the Early Years. Ability to relate well to children and adults. Work constructively as part of a team, understanding roles and responsibilities and your own position within these. Ability to work within the settings policies and guidelines. Have key person experience for groups of children. Have experience of observing, monitoring, assessing, reporting and maintaining records of children and their performance. 	<ul style="list-style-type: none"> Previous experience of liaising with other professionals to meet the needs of children and to aid the development of the setting. Previous experience of Ofsted inspections. 	<ul style="list-style-type: none"> Application form Reference Interview
KNOWLEDGE	<ul style="list-style-type: none"> Demonstrates an understanding of confidentiality and how to effectively safeguard all children within the setting. Understanding of good quality experiences. Knowledge of Early Years Framework. Knowledge of Prevent duty and British Values. Ofsted inspections 		<ul style="list-style-type: none"> Application Form Reference Interview
SKILLS	<ul style="list-style-type: none"> Sensitive to the needs of children and their parents/carers. Ability to work as part of a team. Excellent communication skills. Ability to use own initiative. 	<ul style="list-style-type: none"> Ability to manage workload effectively. Organisational skills Ability to keep clear, concise records and to write reports. 	<ul style="list-style-type: none"> Application Form References Interview
QUALITIES & APTITUDES	<ul style="list-style-type: none"> High personal and professional standards Child centred Self-motivated Responsible Vision and drive Commitment to equality of opportunity Willingness to work outside normal working hours and undertake a flexible shift pattern A commitment to own professional development 		<ul style="list-style-type: none"> Application Form References Interview
Disclosure of Criminal Record	<ul style="list-style-type: none"> Enhanced DBS check confirming suitability to work with children (Wingate Childcare will seek the DBS check) 		<ul style="list-style-type: none"> DBS check