

## **Person Specification Early Years Sector Support Assistant**



### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Knowledge and experience of early years and childcare sector
- Experience of giving support and guidance to professionals
- Experience of working with parents to access services
- Ability and experience of working in partnership with other organisations and professionals
- Ability to record, use and manipulate data using excel and access
- Knowledge and understanding of confidentiality and safeguarding policy and procedures
- Ability to use systems and procedures
- Excellent written and verbal communication skills

#### **Desirable**

- Knowledge and a working understanding of Early Years Foundation Stage
- Experience of working with employers
- Experience of working with Jobcentre Plus
- Experience of delivering training
- Experience of taking part in formal meetings

### **Part B**

The following criteria will be further explored at the interview stage:

- Knowledge and experience of the childcare sector
- Ability to give good quality guidance
- Ability to work accurately
- Ability to manipulate excel spreadsheets
- Ability to work independently within a framework
- Commitment to equality for service delivery
- Ability to prioritise workload

### **Additional Requirements**

Suitability to work with client group (Basic check)