

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
- Knowledge and a working understanding of Early Years Foundation Stage
- Knowledge and understanding of confidentiality and safeguarding policy and procedures
- Experience of giving good quality advice, 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 to provide accurate information/data
- Ability to use systems and procedures
- Ability to work independently within a framework
- Excellent written and verbal communication skills
- Ability to problem solve and work in a solution focused way
- Commitment to equality for service delivery

Desirable

- 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
- Knowledge and a working understanding of Early Years Foundation Stage
- Experience of giving good quality advice, support and guidance to professionals
- Experience of working with parents to access services
- Ability to work accurately

- Ability manipulate excel spreadsheets
- Ability to work independently within a framework
- Commitment to equality for service delivery
- Ability to prioritise workload
- Ability to problem solve and work in a solution focused way