**Person Specification -** Early Years Educator

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| **Attribute** | **Essential** | **Desirable** | **Method of assessment** |
| **QUALIFICATIONS** | * Relevant Qualification at NVQ Level 3, CACHE Level 3, BTEC National Diploma, NNEB | * Food Hygiene Certificate * First Aid Certificate * Safeguarding | * Application form * Proof of qualification |
| **EXPERIENCE** | * 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 experience of observing, monitoring, assessing, reporting and maintaining records of children and their performance. | * 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. * Have key person experience for groups of children. | * Application form * Reference * Interview |
| **KNOWLEDGE** | * 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. * Ofsted inspections | * Knowledge of Prevent Duty and British Values. | * Application Form * Reference * Interview |
| **SKILLS** | * 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. | * Ability to manage workload effectively. * Organisational skills * Ability to keep clear, concise records and to write reports. | * Application Form * References * Interview |
| **QUALITIES & APTITUDES** | * 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 |  | * Application Form * References * Interview |
| **Disclosure of Criminal Record** | * Enhanced DBS check confirming suitability to work with children (Wingate Childcare will seek the DBS check) |  | * DBS check |