**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
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| **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
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| **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
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| **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
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| **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
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| **Disclosure of Criminal Record** | * Enhanced DBS check confirming suitability to work with children (Wingate Childcare will seek the DBS check)
 |  | * DBS check
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