

Early Years Sector Support Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Knowledge of early years and childcare sector
2. Experience of giving support and guidance to professionals
3. Experience of working with public to access services
4. Ability and experience of working in partnership with other organisations and professionals
5. Ability to record, use and manipulate data using excel and access
6. Knowledge and understanding of confidentiality and safeguarding policy and procedures
7. Ability to use systems and procedures
8. Excellent written and verbal communication skills
9. Good customer service skills and dealing with enquiries
10. Ability to problem solve and work in a solution focused way

Desirable

1. Experience of taking part in formal meetings
2. Experience of early years and childcare sector

Additional Requirements

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

- Ability to give good quality guidance
- 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

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?