

Person Specification - Early Years Educator

Attribute	Essential	Desirable	Method of assessment
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant Qualification at NVQ Level 3, CACHE Level 3, BTEC National Diploma, NNEB 	<ul style="list-style-type: none"> • Food Hygiene Certificate • First Aid Certificate • Safeguarding 	<ul style="list-style-type: none"> • Application form • Proof of qualification
EXPERIENCE	<ul style="list-style-type: none"> • Been 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Application form • Reference • Interview
KNOWLEDGE	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Knowledge of Prevent duty and British Values. 	<ul style="list-style-type: none"> • Application Form • Reference • Interview
SKILLS	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Ability to manage workload effectively. • Organisational skills • Ability to keep clear, concise records and to write reports. 	<ul style="list-style-type: none"> • Application Form • References • Interview
QUALITIES & APTITUDES	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Application Form • References • Interview
Disclosure of Criminal Record	<ul style="list-style-type: none"> • Enhanced DBS check confirming suitability to work with children (Wingate Childcare will seek the DBS check) 		<ul style="list-style-type: none"> • DBS check