

**PERSON SPECIFICATION**

**POST:** **Apprentice Early Years Educator**  
Sunflower Nursery

**DATE:** September 2017

**REPORTING TO:** Nursery Manager

**RESPONSIBLE TO:** Deputy Nursery Manager and Early Years Group Leader

<b>Minimum Essential Requirements:</b>	<b>Application (A) Interview (I)</b>
<b>Skills:</b>	
1. Ability to relate well to children and adults in a calm and patient manner.	<b>A &amp; I</b>
2. Ability to communicate clearly, both verbally and in writing, and work co-operatively with parents	<b>A &amp; I</b>
3. Ability to be adaptable to meet the variable needs of different children and the nursery.	<b>A &amp; I</b>
4. Ability to work in a team.	<b>A &amp; I</b>
5. Ability to help plan activities appropriate to the ages and developmental stages of the children.	<b>A &amp; I</b>
6. Ability to keep written records and to write short reports.	<b>A &amp; I</b>
7. Ability to take responsibility of a group of children	<b>I</b>
8. Ability and willingness to work with children of any age between 6 months and 5 years.	<b>I</b>
<b>Knowledge:</b>	
1. A basic understanding of the developmental stages of children aged under 5.	<b>I</b>
2. An understanding of what good customer care looks like.	<b>I</b>
<b>Qualifications:</b>	
1. Grade A-C in English and Maths, or equivalent	<b>A &amp; I</b>
2. Is studying towards or willing to study towards relevant	<b>A &amp; I</b>

professional qualifications, for example, NVQ Level 3 or NVQ level 2 in Childcare and Education or equivalent	
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**Behaviours:**

1. **Communication** - take steps to keep others informed about what they need to know
2. **Customer focus** - seek to understand the needs of internal and external customers and aim to exceed these consistently
3. **Flexible and adaptable** - adopt a practical approach to achieve the required results
4. **Teamwork** - work effectively with others and ensure team objectives are met
5. **Delivering Results** – have clear and agreed goals and meet them
6. **Creative thinking** – be innovative and creative and adopt lateral thinking in the approach to current and future issues