

PERSON SPECIFICATION

POST: **Early Years Educator**
Sunflower Nursery

DATE: January 2018

REPORTING TO: Nursery Manager

RESPONSIBLE TO: Deputy Nursery Manager/Group Leader

Criteria	Standard	Essential (E) Desirable (D)	Measured by Application (A) Interview (I) Test (T)
Skills Required	<ul style="list-style-type: none"> • Ability to relate to children -in a manner that is warm, fun, thoughtful, interested, calm, caring and patient • Ability to communicate clearly and to work co-operatively with parents • Ability to be adaptable to meet the variable and sometimes challenging needs of different children and the Nursery • Ability to deal with accidents/incidents in a calm manner following the appropriate policies and procedures • Ability to help plan a range of activities appropriate to the ages and developmental stages of the children 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I & T</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

	<ul style="list-style-type: none"> • Ability to complete written records such as daily feedback diaries, Children’s Learning Journals and summative reports • Ability to prepare hand written or typed information for parents and staff to read • Ability to take overall responsibility of a group of children in the absence of a senior member of staff • Ability and willingness to work with children across all age groups between 6 months and 5 years • Ability to develop and maintain good working relationships with others 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I & T</p> <p>I</p> <p>I</p> <p>I</p>
Knowledge	<ul style="list-style-type: none"> • An understanding of the developmental stages of children aged under 5 • An understanding of good practice in children • An understanding of the Early Years Foundation Stage Framework and how to use this document • Safety awareness 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I & T</p> <p>I & T</p> <p>I</p> <p>I</p>
Experience	<ul style="list-style-type: none"> • Experience in caring for others and/or children aged 6 months to 5 years • Experience with dealing with customers 	<p>D</p> <p>D</p>	<p>A & I</p> <p>A & I</p>
Qualifications	<ul style="list-style-type: none"> • Minimum NVQ Level 2 in Childcare or equivalent • Willing to study towards obtaining NVQ Level 2 if not already held and Level 3 in Childcare if required to meet our contractual requirements 	<p>D</p> <p>E</p>	<p>A & I</p>
Special Requirements:	<ul style="list-style-type: none"> • Able to work a changing rota pattern • Able to attend occasional meetings or training or other events as required outside normal working hours 	<p>E</p> <p>E</p>	<p>A & I</p> <p>A & I</p>
Behaviours	<ul style="list-style-type: none"> • Communication - take steps to keep others informed about what they need to know • Customer focus - seek to understand the needs of internal and external customers and 	<p>E</p> <p>E</p>	<p>A & I</p>

	<p>aim to exceed these consistently</p> <ul style="list-style-type: none"> • Flexible and adaptable - adopt a practical approach to achieve the required results • Teamwork - work effectively and collaboratively with others and ensure team objectives are met • Delivering Results – have clear and agreed goals and meet them • Creative thinking – be innovative and creative and adopt lateral thinking in the approach to current and future issues • Work ethic – enthusiastic, reliable, self-motivated with a strong commitment to meet personal and team objectives 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>
Training	<ul style="list-style-type: none"> • Willingness to undertake appropriate ongoing training 	<p>E</p>	<p>A & I</p>