



Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

Job Title: Early Years Educator
School/Service/Institute: Institute of Education

| Selection Criteria Description | <i>Essential or Desirable</i> | <i>Application and/or Interview</i> |
|---|-------------------------------|-------------------------------------|
| Holds a qualification in childcare at level 3 or completed course and awaiting certificate | E | A |
| Practical experience of working with children from birth to five years in a nursery or similar workplace setting | E | A/I |
| Knowledge of legislation relating to delivering Early Years childcare and Education (Health and Safety, EYFS, Safeguarding, Data Protection, Confidentiality, SEN Code of Practice) | E | I |
| Excellent Knowledge and understanding of children's care learning and development with the ability to observe, monitor and assess children to plan activities to meet individual care, learning and development needs | E | I |
| Computer literate (MS Office, web, social media) | E | A/I |
| An effective communicator - excellent oral / written communication skills with the ability to communicate effectively at all levels-children, parents, other professionals | E | A/I |
| Able to deliver results – having a flexible approach to working to meet the needs of the service and families. | E | A/I |
| To be a reflective practitioner with the ability to review and analyse own practice to make continuous improvements to the service delivered. | E | I |
| A responsible team member – with evidence of working collaboratively within a team | E | A/I |
| Holds a current certificate of competence or prepared to undertake training in Food Hygiene, Paediatric First Aid and Safeguarding | E | A/I |

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| An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values | E | I |
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| *Key | |
| [A] Application form | To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements' |
| [I] Interview | To be assessed during the interview process including selection tests or presentation, as appropriate. |