

Employee Specification Form

Early Years' Educator

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
Relevant Child Care qualification NVQ L3 EY (or equivalent)	E	AF/I
Paediatric First Aid training	D	AF/I
Food Safety training	D	AF/I
Experience		
At least 3 years post qualification experience of working within the EYFS with 2-4s	E	AF
Experience of undertaking administrative tasks	E	AF/I
Knowledge/skills/abilities		
Ability to relate well to children	E	AF//R
Ability to keep records and undertake necessary administration	E	AF/I
Ability to work as part of a team	E	AF//R
Ability to manage resources	E	AF/I
Good communication skills (oral and written)	E	AF/I
Good numeracy and literacy skills	E	AF/I
Ability to maintain confidentiality	E	AF//R
Ability to make effective use of ICT (e.g. Word, Excel)	E	AF/I
Flexible attitude to work	D	AF/I
Knowledge and understanding of safeguarding requirements	E	AF/I
Knowledge of Early Years Foundation Stage	E	AF/I
Other		
Commitment to Equality and Diversity	E	AF/I
Commitment to Health and Safety	E	AF/I
Special Requirements		
Enthusiasm and energy for working with young children	E	AF/I