



Priory School (Foundation)

Early Years Practitioner Person Specification

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Qualifications and training: The successful candidate will have:	E	D	A	I
5 A* - C GCSE or equivalent including Maths and English	✓		✓	✓
NNEB or NVQ Level 3 or other equivalent qualification in child care and education.	✓		✓	
Paediatric First Aid or equivalent or be prepared to undertake training	✓		✓	

Experience: The successful candidate will have:	E	D	A	I
At least two years' experience of working in an early years setting	✓		✓	✓
Experience in using tact and diplomacy, to inspire confidence and enthusiasm and to persuade and influence others	✓			✓
Proficiency in managing the toileting and personal care of children	✓		✓	✓

Knowledge and Skills: The successful candidate will have:	E	D	A	I
Early Years Foundation Stage framework to inform planning to ensure expected progress for all children.	✓		✓	✓
Current principles and practices in childcare	✓		✓	✓
Safe working practices to ensure the safety of all children at all times	✓			✓

Skills Able to evidence and demonstrate the ability to:	E	D	A	I
Plan, prioritise and organise own work schedule	✓			✓
Willingness to adhere to school policies/codes of practice and awareness of relevant legislation such as equal opportunities, SEN and H&S	✓			✓

Attend parents' meetings & reviews as required	✓		✓	
Build good, professional relationships with relevant adults (families, parents, other professionals)	✓		✓	✓
Clarify and clearly explain instructions to pupils	✓			✓
Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
Ability to use Microsoft Word, SIMS, Excel and other appropriate software to an advanced level	✓		✓	
Work as an effective team member and independently according to the relevant circumstances.	✓			
Undertake administrative procedures as required in order to support the work of the teacher	✓		✓	
Prepare suitable learning resources to enhance teaching and learning	✓			✓

Attitudes and Approaches The successful candidate will:	E	D	A	I
Be able to respond sensitively to children, other staff, parents and the wider school community	✓			✓
Enjoy working with children and motivating them to achieve	✓		✓	✓
Have genuine concern for the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
Have high personal standards including attendance and reliability	✓		✓	✓
Have excellent personal presentation and personal hygiene.	✓			✓
Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓			✓
Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓			✓