

## Person Specification Early Years Worker

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good level of Literacy and Numeracy</li> <li>• Good spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Additional EYFS, child-care or training certificates</li> <li>• First Aid trained</li> </ul>
<b>EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Have experience of working successfully within an EYFS team</li> <li>• Have a strong knowledge of safeguarding issues and a dedication to upholding a high standard of safeguarding</li> <li>• Have good organisational and communication skills</li> <li>• Show flexibility and adaptability in the context of a busy primary school Early Years</li> <li>• To be able to demonstrate an ability to understand and work within the principles of the Early Years Framework and Development Matters/ Birth to Five Matters document</li> <li>• Have knowledge and understanding of the different social, cultural and physical needs of all pupils</li> <li>• Have an interest in pupils and how they behave</li> <li>• Have a willingness and ability to work under pressure, to show initiative and to plan and work to deadlines</li> <li>• Show absolute confidentiality regarding pupil issues</li> <li>• Have a good sense of humour</li> <li>• Ability and experience to further learning through play</li> <li>• To have experience of using ICT as a learning tool and an interest in furthering their ICT skills e.g., <i>Tapestry</i></li> <li>• Strong communication skills with children, staff, and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Other reading and literacy interventions</li> <li>• Forest School experience</li> </ul>
<b>PERSONAL QUALITIES/SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Be able to undertake tasks under the direction of EYFS Leader/ Room Leader and Headteacher.</li> <li>• Be able to plan and prioritise tasks and work under pressure of a busy inclusive primary school</li> <li>• Be productive and show initiative</li> <li>• Be able to motivate pupils to learn</li> <li>• Be able to motivate pupils to be sociable</li> </ul>	<ul style="list-style-type: none"> <li>• Eager to acquire further skills and career enhancement</li> <li>• An awareness of whole Academy issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide appropriate role models of behaviour both in the classroom, around the school and in our community</li> <li>• Support in maintaining accurate pupil records and share with all relevant parties</li> <li>• Be able and willing to attend training courses considered appropriate for the post showing commitment to continuous personal development</li> <li>• Be able to work flexibly and respond to unplanned situations with a positive attitude</li> <li>• Must be able to multi-task and be methodical</li> <li>• Be able to establish clear boundaries</li> <li>• Have a commitment to working with parents</li> <li>• To possess natural authority</li> <li>• Show clear sensitivity to the needs of children</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the school's ethos, aims and its whole community</li> <li>• Commitment to school improvement</li> <li>• Attend relevant staff meetings, CPD, training and whole-school events</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of accountability</li> </ul>
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