

## Person Specification – Early Years Educator (under two & babies)

The specification should outline the knowledge, skills, training and experience required by the successful applicant in order to carry out the role. For example:

| Attributes    | Criteria                  | How identified        | Rank          |
|---------------|---------------------------|-----------------------|---------------|
|               |                           | (i.e., at what stage) | (Essential or |
|               |                           |                       | Desirable)    |
|               | 1. Level 2 in Early Years | Application           | Е             |
| Education and | meeting the full &        | form/Interview        |               |
| training      | relevant criteria         |                       |               |
|               | 2. Level 3 in Early Years |                       | D             |
|               | meeting the full &        |                       |               |
|               | relevant criteria         |                       |               |
|               | 3. Valid first aid        |                       | D             |
|               | qualification             |                       |               |
|               | 3. Basic food hygiene     |                       | D             |
|               | certificate               |                       |               |
|               | 4. Valid child protection |                       | D             |
|               | certificate               |                       |               |
|               | 5. Other baby related     |                       | D             |
|               | training.                 |                       |               |
|               | 1. Experience in an early | Application           | D             |
| Relevant      | years setting             | form/Interview        |               |
| experience    | 2. Experience of working  |                       | E             |
|               | or completing             |                       |               |
|               | placements with early     |                       |               |
|               | years children aged 0-    |                       |               |
|               | 2yrs                      |                       |               |
|               | 3. Knowledge of key       |                       | E             |
|               | person systems and        |                       |               |
|               | record keeping            |                       |               |
|               | 1. Knowledge of the       | Interview             | Е             |
| General and   | Children Act              |                       |               |
| special       | (2004)/Childcare Act      |                       |               |

| knowledge      | (2006)                      |                  |   |
|----------------|-----------------------------|------------------|---|
|                | 2. Knowledge of the         |                  | Е |
|                | Early Years Foundation      |                  |   |
|                | Stage (England) 2021        |                  |   |
|                | 3. Knowledge of child       |                  | Е |
|                | development, with a         |                  |   |
|                | focus on 0-2yrs             |                  |   |
|                | 1. Ability to               | Application form | E |
| Skills and     | communicate well with       | /Interview       |   |
| abilities      | adults and children         |                  |   |
|                | 2. To be able to            |                  | E |
|                | demonstrate the ability     |                  |   |
|                | to work as part of a team   |                  |   |
|                | 3. Ability to write legibly |                  | D |
|                | 4. Good presentation        |                  | D |
|                | skills (displays,           |                  |   |
|                | activities, record          |                  | E |
|                | keeping)                    |                  |   |
|                | 5. Computer/tablet          |                  | E |
|                | literate                    |                  |   |
|                | 6. Good organisational      |                  | D |
|                | skills                      |                  |   |
|                | 7. Demonstrate creative     |                  | D |
|                | ability.                    |                  |   |
|                | 8. Specialist skills        |                  |   |
|                | (i.e.SEN).                  |                  |   |
| Any additional | 1. Understanding of         | Interview        | E |
| factors        | inclusion                   |                  |   |
|                | 2. Awareness of health      |                  | E |
|                | & safety, and practical     |                  |   |
|                | hygiene issues.             |                  |   |