

Person Specification

Position Title	Early Years Assistant
Division / Section	Schools and Lifelong Learning
Service Area	Communities and Families
Responsible To	Head of Centre/Head Teacher/Business Manager

Person Specification

Qualifications, training & professional membership	• Good basic general education and be literate and numerate	Essential
	• A first aid certificate	Desirable

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Experience

- Experience of working with children. Essential

Knowledge, Skills and Understanding

- Must be able to communicate effectively Essential
- Able to work co-operatively Essential
- Able to prioritise workload and make decisions Essential
- Able to demonstrate initiative Desirable

Job Specific Requirements

- Able to form effective relationships with children, staff and parents. Essential
- Able to carry through tasks with groups of children as directed by senior staff e.g. supporting children with snack and lunch Essential

- Understanding the needs of children and the ability to respond appropriately. Essential
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Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

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| Customer focused | <ul style="list-style-type: none"> • Respectful and courteous to customers/clients • Understands and resolves customer/clients needs • Takes opportunities to improve customer/client services • Is aware of service levels expected and strives to meet them • Seeks and acts on feedback from customers/clients • Supports others when dealing with customers/clients |
| Works Effectively with others | <ul style="list-style-type: none"> • Treats others in a fair and equal manner • Considers and respects other peoples ideas/opinions • Co-operates with others in the workplace • Adapts own views and ideas for the good of the team • Goes out of their way to help others. |
| Managing change | <ul style="list-style-type: none"> • Is willing to try new or different ways of working • Displays a flexible attitude to duties and responsibilities • Reprioritises own work when deadlines are changed. • Helps others to adapt to change. |
| Taking Ownership and Responsibility | <ul style="list-style-type: none"> • Manages own time effectively and works productively • Responds positively to feedback and takes appropriate action. • Ensures own knowledge and skills are sufficient for the job • Considers how own behaviour affects others and changes accordingly • Recognises and acts when something needs to be done. |
| Communicating Effectively | <ul style="list-style-type: none"> • Listens carefully and asks questions if understanding is unclear • Uses simple and clear language • Seeks advice when necessary • Provides clear and accurate information • Uses appropriate body language and eye contact. |
| Planning and Decision Making | <ul style="list-style-type: none"> • Works in a planned and organised way • Follows instructions and procedures • Understands what decisions can be taken within own duties and makes them when required. • Takes account of available resources when planning own work activities. |

