**Personal Specification**

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| **No** | **Categories** | **Essential** | **Desirable** |
| **QUALIFICATIONS** | |  |  |
| 1. | Good numeracy and literacy skills |  |  |
| 2. | NVQ level 2 or equivalent |  |  |
| 3.. | Willing to undertake the relevant training as required |  |  |
| **EXPERIENCE** | |  |  |
| 4. | An understanding of good quality childcare. |  |  |
| 5. | Previous experience working in early years setting |  |  |
| **ABILITIES, SKILLS & KNOWLEDGE** | |  |  |
| 6. | Ability to be adaptable and flexible able to work under pressure. Commitment to inclusive education and care. |  |  |
| 7. | Able to work as part of a team and on own initiative. |  |  |
| 8. | Ability to be tactful, sensitive and ensure confidentiality of the service user. |  |  |
| **PERSONAL QUALITIES** | |  |  |
| 9. | Able to communicate at all levels both verbally and in writing |  |  |
| 10. | Able to work calmly and efficiently under pressure |  |  |
| 11. | Smart appearance |  |  |
| 12. | Commitment to safeguarding and promoting the welfare of children and young people |  |  |
| 13. | Genuine respect for others and desire for equality of opportunity and diversity |  |  |
| 14. | Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these |  |  |
| 15. | Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise |  |  |
| 16. | Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust |  |  |