**Personal Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **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  |   |   |