

Person Specification for Pre-School Key Person

Personal	Essential	Yes	No
We are looking for someone who is friendly, reliable, conscientious, motivated, flexible, pro-active and committed to the vision and the mission of the Cornerstone under5s			
Experience	Essential		
Appropriate Level 3 or above childcare qualification together with functional skills			
Minimum of 2 years experience working in a pre-school/early years setting			
Experience of implementing the EYFS, carrying out observations and record keeping for children under the age of 5			
Appropriate knowledge regarding the 'British Values' and how we can embrace different cultures and introduce children wherever possible to different ways of life			
Have a basic knowledge of Female Genital Mutilation and how we can act in the interest of the rights of the girl... as stated in the UN Convention on the Rights of the Child (1989)			
Up to date Paediatric first aid certificate/Emergency First Aid at Work			
Desirable			
Up to date training in safeguarding and child protection			
Experience of working with children with SEND and EAL			
Experience of working with a voluntary sector provision			
Up to date Basic food hygiene training.			
A 'live' DBS. Though a new check will be carried out upon appointment through the organisation.			
Knowledge	Essential		
Developmental needs of the Pre-school child.			
Willing to acquire or has knowledge of the local community.			
Understanding of "child centred learning" and "autonomous learning"			
Understanding of the key working system.			
Understanding of under 5s provision.			

Good understanding of equal opportunities issues.		
Ability to promote the Pre-school in whatever way is required, sometimes joining in Fund-raising activities.		
Understanding of the need for producing and implementing policies and procedures		
Abilities & skills	Essential	
Good communication skills both verbal and written.		
Ability to work as part of a team.		
Ability to plan and organise activities		
Ability to work on own initiative.		
Appropriate training and willingness to update training on a regular basis.		
Awareness of the importance of good personal relationships, good communication and good humour		
Awareness of the importance of play in the Pre-school and therefore the ability to present an appropriate curriculum		
Awareness that learning occurs continuously		
The commitment and knowledge to treat all children as individuals and with equal concern.		
Knowledge of and positive attitude to multicultural issues and people from different racial origins.		
Must respect each child with regard to his/her racial origin, religion, cultural background, language, gender, social-economic group, family lifestyle and ability		