PERSON SPECIFICATION

Early Years Practitioner

(Pre-School Centre)

Vacancy Ref:

[**https://www.lancaster.ac.uk/jobs/how-to-apply/**](https://www.lancaster.ac.uk/jobs/how-to-apply/)

|  |  |  |
| --- | --- | --- |
| **Skills, knowledge, and competencies** | **Essential or Desirable** | **This is where we will look for your examples that help understand if you are right for this role.** |
| Can demonstrate previous experience of a similar role in a childcare environment  Use the supporting statement text box to provide an example of when you have worked with children, in a childcare or educational environment.  Please explain the workplace (school, nursery, childminder, hospital or hospice or care setting), your main role and daily tasks and responsibilities, and the thing you are most proud of achieving in this role. | Essential | Supporting Statement/Interview |
| Can give examples of delivering excellent customer care to a range of customers ensuring that the experience of each customer is positive, polite and professional. | Essential | Interview/Test |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application Form, CV and covering letter/Interview |
| Can demonstrate full and relevant Early Years Level 3 or equivalent qualification. | Essential | Application Form, CV and covering letter. |
| Can demonstrate the ability to work independently using your own initiative as well as in a team | Desirable | Interview/Test |
| Holder of current Manual Handling and First Aid Certificates  *Please provide any course details and dates in the Qualification section of the Application Form, CV and covering letter* | Desirable | Application Form, CV and covering letter/Interview |
| Holder of current Safeguarding Children Certificate  *Please provide any course details and dates in the Qualification section of the Application Form, CV and covering letter* | Desirable | Application Form, CV and covering letter/Interview |
| Demonstrate good working knowledge of the Early Years Foundation Stage | Desirable | Interview/test |
| Commitment to ongoing personal development and training | Desirable | Interview |
| Please indicate if you are considering this position for part-time, fractional or full-time hours.  Full time is offered as 36.5 hours per week.  We are happy to discuss other flexible part time options for the right candidates to join our team. | Essential | Supporting statement |

* **Application Form, CV and covering letter** – assessed against the first page of the online Application Form **and** your uploaded CV and covering letter/letter of support. Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be “scored” as part of the shortlisting process.
* **Supporting Statements** – you will be asked to provide a statement or statements in the online Application Form to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to interview.
* **Interview** – you will be asked about this topic if you are invited to interview. We may ask questions using examples from your current work history or ask you to think about how you’d react to an example work-related situation. We might ask you to undertake a skills test but you will be given some notice if this is the case.