



# Ferring Funtime Community Pre-school

## Person Specification - Preschool Qualified Bank Staff

	Essential	Desirable	Method of Assessment
<b>Qualifications and Training</b>			
<ul style="list-style-type: none"> <li>NVQ Early Years Care and Education Level 3</li> <li>GCSE English or equivalent</li> <li>First Aid</li> <li>Health &amp; Safety Qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li>✓</li> </ul>	Application Form and Certificate
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Previous experience of working in a pre-school</li> <li>Previous experience of curriculum planning</li> <li>Previous experience of completing child development records</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li></li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> <li></li> </ul>	Application Form and Interview
<b>Knowledge / Skills</b>			
<ul style="list-style-type: none"> <li>Knowledge of Early Years Foundation Stage</li> <li>Knowledge of legal obligations involved with the running of a pre-school</li> <li>Knowledge of COSHH</li> <li>Ability to use pc and association software</li> <li>Good written and verbal communication skills</li> <li>Interpersonal skills at all levels including children, parents, staff &amp; committee</li> <li>Ability to work in a team</li> <li>Ability to demonstrate competency in implementing appropriate safe and creative activities for pre-school children</li> <li>Ability to plan, organise and evaluate</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li></li> <li></li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li>✓</li> <li>✓</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>	Application Form and Interview
<b>Personal Qualities</b>			
<ul style="list-style-type: none"> <li>Commitment to offer safe, high quality education and care for pre-school children</li> <li>Honest / Reliable / Punctual</li> <li>Approachable and Fair</li> <li>Friendly, open manner</li> <li>Flexible</li> <li>Able to cope with physical and mental demands of the job</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>	Interview



<ul style="list-style-type: none"><li>• Interest in children development</li></ul>	✓		
<ul style="list-style-type: none"><li>• Smart appearance</li></ul>	✓		
<b>Motivations / Expectations</b>			
<ul style="list-style-type: none"><li>• Willingness to undertake training</li></ul>	✓		Interview
<ul style="list-style-type: none"><li>• Ability to demonstrate an understanding of equal opportunities</li></ul>	✓		
<ul style="list-style-type: none"><li>• Understanding of the importance of confidentiality</li></ul>	✓		