

Personnel Specification

Job Title: Early Years Assistant

Essential criteria

At the closing date applicants, must have:

1. NVQ Level II in Early Years Care and Education or equivalent.
2. One years' experience working with young children in a paid, voluntary or training/placement capacity.

Desirable criteria

3. NVQ III in Early Years Care and Education or equivalent
4. A full current driving licence enabling the holder to drive in NI and have the use of a vehicle for official purposes **or** have access to a form of transport that will enable the candidate to meet the requirements of the post in full.

For those candidates who meet the essential criteria the following competencies will be assessed through a range of tasks

Leadership
Leads, involves and motivates others. Actively encourages others to work towards a common goal.

Social Emotional intelligence	
Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling.	
Communication	<ul style="list-style-type: none"> • Uses clear positive communication both within and outside the organisation and at all levels. • Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills.
Interpersonal Skills	<ul style="list-style-type: none"> • Establish partnership working with clear roles and responsibilities. • Demonstrates resilience, perseverance and positivity with stakeholders
Team work	<ul style="list-style-type: none"> • The ability to work in a team and co-operation with other team members

Technical Competence	
Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity	
Plan and prioritise	<ul style="list-style-type: none"> • Creates and implements effective plans, to deliver objectives, ensuring priorities are understood and met. • Demonstrable ability to multi-task, work to deadlines and use initiative
IT	<ul style="list-style-type: none"> • Uses a range of IT systems and programmes with efficiency and impact.

Commitment to excellence	
Constantly strives to improve team performance and achievement for the organisation. Provides exceptional service and encourages others to do the same. Identifies actions for improvements and ways to add value to service.	