

PERSON SPECIFICATION

JOB TITLE: EARLY YEARS SUPERVISOR

REQUIREMENT	ESSENTIAL/ DESIRABLE
1. Knowledge/Qualifications	
Knowledge and understanding re the development and learning needs of all young children	Essential
The current government guidance for early years	Essential
An NVQ III or above with at least 3 years' experience	Essential
Knowledge of Ofsted requirements	Essential
IT skills across a range of Microsoft applications	Essential
Good communication and interpersonal skills	Essential
Knowledge of safeguarding and promoting the welfare of children	Essential
2. Experience	
Substantial experience of working in an Early Years setting	Essential
Positive experience of team work in an early years organisation.	Essential
Ability to manage staff	Essential
Ability to support trainees	Desirable
Minimum 3 years post qualifying experience.	Essential
Self-motivated and confident	
3. Skills	
Ability to listen to and communicate effectively with children, young people and adults.	Essential
Ability to communicate effectively with service users and other stakeholders.	Essential
Ability to work as part of a team in a demanding environment	Essential
Committed to child centred practice and working with parents	Essential
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<p>4. Circumstances/Health</p> <p>Staff will have to abide by Howgill's Smoking Policy which does not permit smoking at work.</p> <p>Full clean driving licence/own car or access to an operator of a car with a full clean driving licence.</p> <p>Flexible working pattern</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p>
<p>5. Managing diversity</p> <p>Candidates must be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring in line with Howgill's Equal Opportunities Policy.</p>	<p>Essential</p>
<p>6. Howgill Ethos and Values</p> <p>Candidates must be able to respect Howgill's ethos and work in accordance with Howgill's values</p>	<p>Essential</p>