

**SOUTHAMPTON CITY COUNCIL  
PERSON SPECIFICATION – EARLY YEARS ASSISTANT (CASUAL)**

Ability/Skill	To Do What	How Well? Now or With Training	How Important at Time of Appointment
Qualification in Early Years /Childcare or equivalent  Experience of working children under 5 years of age  Knowledge of the Early Years Foundation Stage	To have an understanding of the skills and knowledge required for working with the under 5s	Minimum requirement of an Early Years /Childcare NVQ level 2 qualifications or equivalent.	5
Ability to work in partnership with families from a diverse community	To work effectively with other agencies, parent/carers and volunteers  To promote participation and ensure parental involvement  To promote good working practices, i.e. confidentiality	Immediate	5
Understanding of the needs and rights of children under 5 years of age	To provide and promote a safe, stimulating and secure play, early education and care environment	Immediate with ongoing training under supervision	5
Interpersonal skills	To demonstrate sensitivity and a common sense approach to all aspects of your work	Immediate	5
Communication skills, both oral and written	To be able to communicate verbally and in writing with children, parent/carers and colleagues.  To complete written observations, accident reports and planning sheets	Immediate	5
Ability to understand the needs of diverse communities and the barriers that prevent inclusion  Understanding and awareness of	The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equal Opportunities Policies at a level appropriate to the job and must at all times carry out their responsibilities with due regard to these policies.  To be able to keep children and vulnerable adults safe, and to be	Awareness now  Training will be provided  Awareness now	4

safeguarding procedures	able to recognise issues and signs and symptoms which may cause concerns	Training will be provided	4
Ability to organize travel across the city	To travel to both Startpoint nurseries, as needed, and to attend training opportunities	Immediate	5

NOTE 1: The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equal Opportunities Policies at a level appropriate to the job, and must at all times carry out his/her responsibilities with due regard to the Council's Equal Opportunities Policies.

NOTE 2: The post holder is required to be familiar with the Directorate's Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.