



Personnel Specification – Team Leader

Attributes	Criteria No.	Criteria	How Identified	Rank
Relevant Experience	1.	2 years post qualifying experience in a day-care setting	Application/Interview	B - Desirable
	2.	Experience working with young children	Application/Interview	A - Essential
	3.	Knowledge of key worker systems and record keeping	Interview	B - Desirable
Education and Training	4.	NVQ level 3 or equivalent	Application	A - Essential
	5.	Recent First Aid qualification	Application	C - Advantageous
	6.	Basic Food Hygiene Certificate	Application	C - Advantageous
	7.	Other related training	Application/Interview	C - Advantageous
General and Special Knowledge	8.	Knowledge of The Children Act / Every Child Matters	Interview	B - Desirable
	9.	Knowledge of The Early Learning Goals / Birth to 3 Matters	Interview	B - Desirable
	10.	Knowledge of child development	Interview	A - Essential
Skills and Abilities	11.	Ability to communicate well with adults and children	Interview	A - Essential
	12.	To be able to demonstrate the ability to work as part of a team	Interview	B - Desirable
	13.	Ability to write legibly and good presentation skills	Application/Interview	B - Desirable
	14.	Computer literate	Application/Interview	C - Advantageous
	15.	Good organisational skills	Interview	C - Advantageous
	16.	Demonstrate creative ability	Interview	B – Desirable
	17.	Ability to approach things professionally	Interview	A – Essential
	18.	Honesty with self and others	Interview	A – Essential
Additional Factors	19.	Understanding of Equal Opportunities	Interview	B – Desirable
	20.	Awareness of Health and Safety and practical hygiene issues	Interview	B - Desirable
	21.	Able to demonstrate the ability to take on a responsibility role	Application/Interview	C – Advantageous
	22.	Enjoy being with children	Interview	A – Essential
	23.	A clear understanding of the importance of confidentiality	Interview	A – Essential