



Registered Charity 1033539

## **Person Specification for Key Worker**

<b>Qualification &amp; Experience</b>	Specific qualifications & experience	Relevant child care Qualification. Three years + experience
	Knowledge of policies and procedures	Knowledge of Development Matters. Of Early Support and of Policies required by Ofsted when offering day care.
<b>Communication</b>	Written	Ability to write reports and to record observations
	Verbal	Ability to exchange information clearly and to be able to report verbally within a group.
<b>Working with others</b>	Working with outside agencies	Understand the role of others working in and with the group.
	Relationships	Ability to establish rapport and respectful and trusting relationships
	Team Work	Ability to make a distinctive contribution to the work of the team
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organizational skills	To plan and implement effectively. Ability to remain calm under pressure