

## Person Specification: Childminding UK Consultant

Attributes	Essential	Desirable
<b>Qualifications and Education</b>	<ul style="list-style-type: none"> <li>Minimum level 5 qualification in childcare and education</li> <li>Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>EYP/EYITT status</li> <li>Information Advice and Guidance qualification</li> <li>Adult teaching qualification</li> <li>Assessors Award</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Detailed and up to date knowledge of Child Protection and safeguarding</li> <li>Detailed and up to date knowledge of Equal opportunities and anti-discriminatory practice</li> <li>Understanding of children's development and early years education</li> <li>In depth knowledge of the EYFS</li> <li>Knowledge of Ofsted childminding registration and inspection process</li> </ul>	<ul style="list-style-type: none"> <li>Public speaking and writing training</li> <li>Developing and empowering individuals and groups</li> <li>Knowledge of childminding practice</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience within the childcare sector</li> <li>Developing and implementing new initiatives</li> <li>Writing reports</li> </ul>	<ul style="list-style-type: none"> <li>Working with childminders</li> <li>Delivering training</li> <li>Website administration</li> <li>Marketing</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate both verbally and in writing at all levels in a clear, concise and easily understood manner</li> <li>Ability to command respect from a variety of user/client groups and individuals</li> <li>Excellent IT skills, including word processing, spreadsheets, emails/internet, content management systems</li> <li>Ability to manage, plan and prioritise workloads</li> <li>Ability to work with minimum supervision</li> <li>Ability to make sound judgements and be accountable for them</li> <li>Excellent time management skills</li> <li>Ability to work alone and as part of a team</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Confident, articulate, diplomatic, self motivated and able to motivate others, flexible, disciplined, positive thinking, committed to high standards and achieving the best for children</li> <li>Ability to work with discretion and to keep confidential information</li> <li>Professional, positive and friendly approach to work</li> <li>Effective team player</li> <li>Commitment to own CPD</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Ability to work flexible hours including evening and some weekend work</li> <li>Permanent use of a car</li> <li>Home office space available with space for storing files and office equipment and quiet space for admin work and dealing with telephone enquiries</li> </ul>	

