

**PERSON SPECIFICATION**

Details of Person Specification

<b>Job Title:</b>	Vocational Training Advisor - Childcare	<b>Grade:</b>	14-17
<b>Division/Section:</b>	SVQ Centre	<b>Date:</b>	March 2026
<b>Prepared by:</b>	Christine Watkins		
<b>Designation:</b>	VTA Manager		
<b>Reviewed by:</b>	Danielle Watson		
<b>Designation:</b>	HR Advisor		

**This form describes the essential and desirable criteria a person needs to perform the job.**

**Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.**

**PERSON SPECIFICATION**

**1. KNOWLEDGE AND SKILLS**

No.	Description	Method of Assessment
	<b>Essential</b>	
	Working knowledge of Childcare, incorporating Health and Safety, Health and Social Care Standards, Legislation and SSSC Codes of Practice.	Application Form/Interview
	Interest in motivating/ supporting others to achieve.	Application Form/Interview
	Good level of IT Skills	Interview
	<b>Desirable</b>	
	Experience in leadership, mentoring or training in a Childcare environment.	Interview

**2. EXPERIENCE AND EDUCATION**

No.	Description	Method of Assessment
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	<p><b>Essential</b></p> <p>Educated to SVQ Level 3/HNC Childcare</p> <p>2 years minimum, recent experience of working in a relevant Childcare setting.</p>	<p>Application Form</p> <p>Application Form</p>
	<p><b>Desirable</b></p> <p>ECDL or experience of computer packages.</p> <p>Training Qualification -</p> <p>CL&amp;D9DI/ CL&amp;D11 or equivalent Assessor/Verifier award</p>	<p>Application Form</p> <p>Application form/ Interview</p>

### 3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	<p><b>Essential</b></p> <p>High level of accuracy in record keeping and administration</p>	Interview
	<p><b>Desirable</b></p>	

### 4. PEOPLE

No.	Description	Method of Assessment
	<p><b>Essential</b></p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p>	<p>Interview</p> <p>Application Form/Interview</p>
	<p><b>Desirable</b></p>	

### 5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	<p><b>Essential</b></p> <p>Full Driving Licence</p> <p>Flexible approach to work</p>	<p>Application Form</p> <p>Interview</p>