

Childcare job skills description and CV

for creating a model skills-matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")



Name _____ Date _____

Job description

Duties and responsibilities

- You will work as part of a team with other childcare provision members to maintain and develop a quality service.
- Your role will include caring for the children and contributing to the daily running of the provision.
- Your role will involve working closely with other staff.
- You will be required to work closely with other team members to maintain child development records.
- You will actively participate in projects and tasks relating to the provision.
- You will adhere and implement child protection procedures.
- You will promote the policies and procedures relating to Equal Opportunities, Financial Regulations, Quality, Health and Safety and Data Protection.

Person specification

- You will have experience of working with children within childcare provision.
- You will have excellent caring, interpersonal and communication skills.
- You will have regard to confidentiality at all times.
- You will deal supportively and sympathetically towards parents / carers.
- You will have the ability to care for children professionally.
- You will have the ability to liaise with other internal staff.

Childcare job skills description and CV

for creating a model skills-matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")



Name _____ Date _____

Tony's profile

Surname	Wilkinson
First name(s)	Tony
Date of birth	24/09/75
Education / qualifications	<ul style="list-style-type: none">• NVQ 2 in Early Years Education• GCSE Art and Design Technology• Level 1 Literacy, Level 2 Numeracy• First aid certificate• Word processing level 2• Mini-bus driver certificate
Skills	<ul style="list-style-type: none">• Basic computer skills word processing• Full clean driving license and car• Ability to drive a mini-bus• Enjoys art and craft• Belongs to a local drama group and enjoys helping out backstage with lighting, making props and set design
Work experience	<ul style="list-style-type: none">• At college doing work experience on the NVQ 2 Early Years Course• Volunteering at the summer school playgroup, which his 3-year-old son attends• Member of the baby-sitting circle• Member of the Parent Teacher Association at the primary school that his 6-year-old daughter attends• Temporary job for 6 months as a nursery assistant• Factory work before going to college full-time
Strengths	<ul style="list-style-type: none">• Good with people• Enjoys getting involved• Wants to get more training and qualifications• Mature and reliable• Enjoys working with children• Loves doing practical things
References	<ul style="list-style-type: none">• Previous temporary nursery assistant employment• Manager of summer school play-group

Childcare sample job skills and CV

for creating a model skills-matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")



Name _____ Date _____

What the job needs			What Tony has		
Skills	Personal qualities / attributes	Experience and qualifications	Skills	Personal qualities / attributes	Experience and qualifications

Childcare sample job skills and CV

for creating a model skills-matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")



Name _____ Date _____

What the job description states – key words

Item	Skills	Personal Qualities/Attributes	Experience /Qualifications

Childcare sample job skills and CV

for creating a model skills-matrix

(Use in conjunction with "Definition matching cards: job skills and attributes")



Teaching notes

I put this together when I found so many of my learners trying to hone their employability skills did not know what a lot of the words on job descriptions meant.

Childcare sample job skills & CV is an exemplar job description for a childcare position and an applicant's CV. Items can be taken from that and the teacher can model how to put them into a matrix that can be used as a "master skills sheet".

There are two other linked resources (described below) to help students get to grips with the keywords used in job descriptions and person specifications. Both are available on www.skillsworkshop.org.

Definition matching cards: job skills and attributes

Best laminated and cut into cards. Learners to work in pairs or threes to match the cards. Can be used alone or before using the other two resources described here.

My skills-matching matrix is for learners to create a "master sheet" of their own skills and attributes and reference each item (in a similar fashion to the matrix in this Childcare sample job skills resource). They can then go through the keywords on a job advert they are interested in and reference their own skills and attributes. When they come to complete their cover letter or personal statement, half the work will have already been accomplished in a logical fashion.

This may sound complex but it is actually quite easy to do and, once a student has completed their own 'master sheet' they can use it again and again for any job they are applying for. I found it worked very well for my students.

Kathy Crockford, June 2021.

Covers many Reformed Functional English content descriptors, including:

Reading

FE E3.11 Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types)

FE L1.17 Read and understand a range of specialist words in context

Writing

FE L1.24 Use format, structure and language appropriate for audience and purpose

FE L2.25 Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables)