



CV Skills and Interview Techniques

Analyse your skills and experience

Once you have made your decision that working with children is right for you, you will encounter several different stages in the process of following through a job application.

Before you start the process of responding to job advertisements, or contacting potential employers, it is a good idea for you to carry out a skills analysis on yourself. This means that you should analyse and assess your own strengths and weaknesses. You should also identify any relevant experience that you may have working with children and the reasons why you want to make the move of working with children and young people.

Employers in the early years sector have identified the following skills as being suitable for people wanting work in the sector, and you may find it useful to use this list as a checklist against your own skills and experience.

- The ability to relate to children and young people
- Good communication skills with adults
- Personal confidence and maturity
- An understanding of and respect for diversity in terms of the make up of the family, racial origin and cultural beliefs
- An understanding of the need for confidentiality
- Willingness to learn and evaluate own practice
- Ability to assess situations and seek advice and support
- Ability to remain calm under pressure or in a crisis or emergency
- Understanding of the potential physical and emotional pressures of working with young children
- Understanding of the need for child protection and the potential for abuse
- Literacy and numeracy skills
- Awareness that children are individuals and develop at different rates

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