**Example Shortlisting Matrix**

|  |  |
| --- | --- |
| **Job Title:** | **Early Years Practitioner** |
| **Grade/Scale:** |  |

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| Scoring: 0 = Criteria Not Met  1 = Criteria Partially Met  2 = Criteria Met  3 = Criteria Exceeded |

**(Remember that all the criteria listed must mirror the Job Description or Person Specification)**

|  | **Essential Criteria Including Weighted criteria from the Employee Specification** | **Applicant**  **Number** |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Essential Criteria** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 1 | Experience working in childcare settings |  |  |  |  |  |  |  |  |  |  |
| 2 | Experience working with children aged 0-5 years |  |  |  |  |  |  |  |  |  |  |
| 3 | Experience of implementing and using the Early Years Foundation Stage |  |  |  |  |  |  |  |  |  |  |
| 4 | NVQ Level 3 in Childcare and Education or equivalent |  |  |  |  |  |  |  |  |  |  |
| 5 | Knowledge of child development |  |  |  |  |  |  |  |  |  |  |
| 6 | Up to date knowledge of good practice in early years education and childcare |  |  |  |  |  |  |  |  |  |  |
| 7 | Up to date knowledge of relevant legislative and OFSTED requirements and how to adhere to these including the Self Evaluation process |  |  |  |  |  |  |  |  |  |  |
| 8 | Understanding of Quality Improvement Processes and accreditation |  |  |  |  |  |  |  |  |  |  |
| 9 | Up to date knowledge of legislative requirements in relation to Health and Safety, Fire Safety, Food Safety and First Aid |  |  |  |  |  |  |  |  |  |  |
| 10 | Understanding of and commitment to promoting Equal Opportunities and anti-discriminatory practice |  |  |  |  |  |  |  |  |  |  |
| 11 | Knowledge of current legislation and initiatives relating to young children and families |  |  |  |  |  |  |  |  |  |  |
| 12 | Knowledge of safeguarding and promoting the welfare of children and vulnerable adults |  |  |  |  |  |  |  |  |  |  |
| 13 | IT skills |  |  |  |  |  |  |  |  |  |  |
| 14 | Excellent written and oral communication skills |  |  |  |  |  |  |  |  |  |  |
| 15 | Ability to engage appropriately with service users and families |  |  |  |  |  |  |  |  |  |  |
| 16 | Ability to use own initiative |  |  |  |  |  |  |  |  |  |  |
| 17 | Ability to work collaboratively with professionals from other organisations |  |  |  |  |  |  |  |  |  |  |
| 18 | Good organisational skills and time management |  |  |  |  |  |  |  |  |  |  |
| 19 | Ability to co-operate and work as part of a team, co-work with colleagues, including those with different levels of experience |  |  |  |  |  |  |  |  |  |  |
| 20 | A commitment to removing inequalities and meeting the diverse needs of the community |  |  |  |  |  |  |  |  |  |  |
| 21 | A flexible and creative approach |  |  |  |  |  |  |  |  |  |  |
| 22 | A non-discriminatory style of practice |  |  |  |  |  |  |  |  |  |  |
| 23 | Commitment to equality of opportunity |  |  |  |  |  |  |  |  |  |  |
| 24 | A commitment to developing a non-judgemental anti-oppressive approach |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Essential Criteria Including Weighted criteria from the Employee Specification** | **Applicant**  **Number** |  |  |  |  |  |  |  |  |  |
| **Minor Criteria** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Experience of multi-agency working |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Selected** |  |  |  |  |  |  |  |  |  |  |
| **Not Selected** |  |  |  |  |  |  |  |  |  |  |
| **Reasons for non-selection via code** |  |  |  |  |  |  |  |  |  |  |

**Reasons for not shortlisting:**

S1 Insufficient evidence against the Essential Criteria

S2 Insufficient evidence against the Minor Criteria (for volume shortlist)

S3 Application was either: a) too late, b) withdrawn or c) not made available even after a given timescale

S4 Applicant ineligible to apply