

Skills Mix Matrix

Use the 'Job' form to help you identify the essential requirements, those that are quite important and those that are not important for each position in the organisation. This can then be used to aid you in drawing up Job Descriptions

The skills mix can also be used as a tool for individual development planning, particularly for identifying possible future training needs that can be planned for.

THE JOB	Essential	Quite Important	Not important
Use of computer			
Communication skills			
Working with babies			
Working with Under 3s			
Working with 3-5s			
Working with 5-7 year olds			
Working with 8-12 year olds			
Working with 12+ year olds			
Team working			
Groupwork skills			
Gathering information			
Working alone			
Assessing needs			
Planning activities			
Interest in Arts and Crafts			
Interest in physical activities			
Consulting with children and young people			
Liaising with colleagues			
Record Keeping			
Writing information down			
Problem solving			
Meeting deadlines			
Time Keeping			
Decision Making			
Knowledge of Equality and Diversity Issues			
Knowledge of the Care Standards			
Supporting others			
Developing own learning skills			
Managing a budget			
Developing new ideas			
Presenting new ideas			
Negotiating			
Administrative skills			
Knowledge of child protection			
Knowledge of child development			

Listening			
Paying attention to detail			
Team player			
Makes good use of time			
Being organised			
Completing tasks			
Being creative			
Sorting information			
Motivating others			
Health and Safety Awareness			

The 'Person' form can help you identify the essential requirements, those that are quite important and those that are not important for each position in the organisation. This can then be used to aid you in drawing up Person Specifications

THE PERSON	Competent	Not fully competent	Competence needed
Use of computer			
Communication skills			
Working with babies			
Working with Under 3s			
Working with 3-5s			
Working with 5-7 year olds			
Working with 8-12 year olds			
Working with 12+ year olds			
Team working			
Groupwork skills			
Gathering information			
Working alone			
Assessing needs			
Planning activities			
Interest in Arts and Crafts			
Interest in physical activities			
Consulting with children and young people			
Liaising with colleagues			
Record Keeping			
Writing information down			
Problem solving			
Meeting deadlines			
Time Keeping			
Decision Making			

Knowledge of Equality and Diversity Issues			
Knowledge of the Care Standards			
Supporting others			
Developing own learning skills			
Managing a budget			
Developing new ideas			
Presenting new ideas			
Negotiating			
Administrative skills			
Knowledge of child protection			
Knowledge of child development			
Listening			
Paying attention to detail			
Team player			
Makes good use of time			
Being organised			
Completing tasks			
Being creative			
Sorting information			
Motivating others			
Health and Safety Awareness			