

Personal Specification

Post Title: Nursery Assistant

Attributes	Criteria No	Criteria	How Identified	Rank
Relevant Experience	1	1 years post qualifying experience in a day-care setting	Application & Interview	A - Essential
	2	Experience working with young children	Application & Interview	A - Essential
	3	Knowledge of key person systems and record keeping	Interview	B - Desirable
Education and Training	4	NVQ level 2	Application	B - Desirable
	5	Recent First Aid qualification	Application	B - Desirable
	6	Other related training	Application	B - Desirable
	7	Willingness to undertake further training to level 3	Application & Interview	C - Advantageous
General and Special Knowledge	8	Knowledge of Child Protection Issues and the Safeguarding of children	Application & Interview	A - Essential
	9	Knowledge of the Early Years Foundation Stage	Application & Interview	A - Essential
	10	Knowledge of Child Development	Application & Interview	A - Essential
Skills and Abilities	11	Ability to communicate well with adults and children	Interview	A - Essential
	12	To be able to demonstrate the ability to work as part of a team	Interview	A - Essential
	13	Ability to write legibly and have good presentation skills	Application & Interview	B - Desirable
	14	Computer literate	Application & Interview	C - Advantageous
	15	Good organisation skills	Interview	A - Essential
	16	Demonstrate creative ability	Interview	B - Desirable
Additional Factors	17	Understanding of Equal Opportunities	Interview	A - Essential
	18	Awareness of Health and Safety and practical hygiene issues	Interview	A - Essential
	19	Able to demonstrate the ability to take on responsibility	Application & Interview	A - Essential
	20	Ability to use initiative	Interview	A - Essential
	21	Suitability to work with children and young people	Interview	A - Essential
	22	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Interview	A - Essential
	23	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	Interview	A - Essential