# PERSON SPECIFICATION

**JOB TITLE:  Pre-School Nursery Assistant** **DEPARTMENT: Education**
**GRADE:** **POST NO:**
**PREPARED BY:** **DATE: 2024**

| E | = ESSENTIAL | SOURCE OF EVIDENCE - APPLICATION = | A |
|---|---|---|---|
| D | = DESIRABLE | TEST = | T |
| | | INTERVIEW = | I |
| | **1. EXPERIENCE, direct work experience, other relevant experience.**  **W =** | | |
| E | Experience of working with children of pre-school age (including own children) | | A/I |
| E | Experience of working with children in an educational or caring setting. | | A/I |
| D | Working as part of a team. | | A/I |
| | | | A/I |
| | **2. KNOWLEDGE, without which the job cannot be done effectively.**  **W =** | | |
| E | Basic literacy and numeracy. | | A/I/T |
| E | A good understanding of the pre-school environment. | | A/I/T |
| E | A good understanding of the safety and security needs of pre-school children. | | A/I |
| | | | A/I |
| | **3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.**  **W =** | | |
| E | To have an empathy with the needs of pre-school children. | | A/I |
| E | Ability to work as part of a team and use own initiative when appropriate. | | A/I |
| E | Good interpersonal skills and an ability to communicate effectively with other staff, parents, governors and children. | | A/I |
| E | Ability to offer a flexible approach to meet the operational demands of the organisation. | | A/I |
| E | An interest and willingness to engage in further training and development. | | A/I |
| | | | A/I |
| | **4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =** | | |
| D | GCSE C or above in English and Maths (level 4 or above) | | A/I |
| D | A relevant Level 3 childcare qualification in Early Years | | A/I |
| | | | A/I |
| | **5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.**  **W =** | | |
| | | | A/I |
| | **6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.**  **W =** | | A/I |
| | | | |
| | **CONTRA INDICATIONS, if any**  **W =** | | |
| | | | A/I |