

Person Specification

Pre-school Early Years Assistant

Qualifications and Training	Essential	Desirable	To be Evidenced By
A full and relevant level 3 qualification such as CACHE Level 3 Diploma in Pre-School Practice, NVQ Level 3 or equivalent.	✓		Application Form & Certificate
A full and relevant level 2 qualification such as CACHE Level 2 Diploma in Pre-School Practice, NVQ Level 2 or equivalent.	✓		Application Form & Certificate
SENCO experience		✓	Interview
Current Child Protection Certificate		✓	Application Form & Certificate
Current First Aid Qualification		✓	Application Form & Certificate
Current Basic Food Hygiene Certificate		✓	Application Form & Certificate

Experience	Essential	Desirable	To be Evidenced By
Minimum of one year experience of working in an early years setting, or at least other suitable experience.	✓		Application Form
To have up to date knowledge of Early Years Foundation Stage	✓		Application Form/Interview
Willingness to undertake essential training (outside of normal working hours)	✓		Interview
Childcare Experience	✓		Application Form & Interview

Knowledge and Skills	Essential	Desirable	To be Evidenced By
Understanding about the development and learning needs of young children	✓		Interview/Observation
Knowledge of the Early Years Foundation Stage curriculum.	✓		Application Form/Interview
Knowledge of safeguarding children issues and procedures	✓		Application Form/Interview
Knowledge of Ofsted expectations and the inspection process		✓	Application Form/Interview
Experience of record keeping	✓		Application Form/Interview
Knowledge of particular health and safety issues relevant to children of this age range		✓	Interview
Able to use common ICT tools	✓		Interview

Personal Qualities	Essential	Desirable	To be Evidenced By
Have a warm and positive approach to engage with children	✓		Application Form/Interview

Commitment to providing a high quality service at all times	✓		Application Form/Interview
Commitment to meeting the needs of key children and their carers.	✓		Application Form/Interview
Commitment to the inclusion of all pupils, regardless of emotional, physical or educational need	✓		Application Form/Interview
Enthusiastic, positive, adaptable, calm and persevering with a sense of humour	✓		Application Form/Interview
Proven effectiveness in working as a team	✓		Application Form/Interview

Job Related Aptitude and Skills	Essential	Desirable	To be Evidenced By
Ability to observe and assess children's development	✓		Application Form/Interview
Ability to develop good working relationships with parents and staff	✓		Application Form/Interview
Ability to co-operate and adhere to health and safety policy, practices and instructions	✓		Application Form/Interview
Flexibility including the ability to cope with changing needs and demands of the Pre-School and its requirements	✓		Application Form/Interview
Maintain appropriate level of confidentiality	✓		Application Form/Interview
Flexible, creative approach to problem solving	✓		Application Form/Interview

Additional Requirements	Essential	Desirable	To be Evidenced By
This post requires a DBS (Disclosure & Barring Service) Clearance and satisfactory references (one from your most current employer) will be obtained prior to commencing employment.	✓		Appropriate Checks
Physical ability to set up and clear down Pre-School equipment in a pack away setting	✓		Interview
Ability to work between the hours stated in the job advertisement and undertake essential training and staff meetings outside core working times	✓		Application Form/Interview

The duties and responsibilities in this person specification are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy.

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.