

PERSON SPECIFICATION

POST: **Nursery Assistant**
Sunflower Nursery

DATE: July 2014

REPORTING TO: Nursery Manager

RESPONSIBLE TO: Nursery Co Ordinator/ Group Leader

Minimum Essential Requirements:	Application (A) Interview (I)
Skills:	
1. Ability to relate well to children and adults in a calm and patient manner.	A & I
2. Ability to communicate clearly, both verbally and in writing, and work co-operatively with parents	A & I
3. Ability to be adaptable to meet the variable needs of different children and the nursery.	A & I
4. Ability to work in a team.	A & I
5. Ability to help plan activities appropriate to the ages and developmental stages of the children.	A & I
6. Ability to keep written records and to write short reports.	A & I
7. Ability to take responsibility of a group of children	A & I
8. Ability and willingness to work with children of any age between 6 months and 5 years.	A & I
Knowledge:	
1. An understanding of the developmental stages of children aged under 5.	A & I

2. An understanding of good practice in children.	A & I
3. An awareness of the Early Years Foundation Stage Framework	A & I
Experience:	
1. Experience in caring for others and/or children aged 4 months to 5 years.	A & I
Qualifications:	
1. Has obtained NVQ Level 2/3 in Childcare or equivalent	A & I
2. Is studying towards or willing to study towards relevant professional qualifications, for example, NVQ Level 3 or NVQ level 2 in Childcare and Education or equivalent	A & I
Special Requirements:	
1. Able to work a changing rota pattern. 2. Able to attend occasional meetings or training as required outside normal working hours.	A & I A & I

Behaviours:

1. **Communication** - take steps to keep others informed about what they need to know
2. **Customer focus** - seek to understand the needs of internal and external customers and aim to exceed these consistently
3. **Flexible and adaptable** - adopt a practical approach to achieve the required results
4. **Teamwork** - work effectively with others and ensure team objectives are met
5. **Delivering Results** – have clear and agreed goals and meet them
6. **Creative thinking** – be innovative and creative and adopt lateral thinking in the approach to current and future issues