



## Pre-School Assistant/Support Assistant - Qualified – Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake this role effectively. It is expected that the successful applicant will have and can demonstrate the following:

Essential	Desirable
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Kind, caring and committed to the role.</li> <li>Enthusiasm for learning, nurturing and working with all children.</li> <li>Friendly, approachable, open, inclusive, welcoming, and personable.</li> <li>Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within these.</li> <li>To be reflective and committed to personal development.</li> <li>To be a positive role-model at all times.</li> <li>Able to maintain confidentiality.</li> <li>Commitment to training and further developing knowledge and skills.</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>GCSE English and Maths – minimum Grade C - unless a Level 2/Level 3 relevant childcare qualification is already held.</li> <li>NVQ Level 2 in Children’s Care Learning and Development</li> <li>Commitment to complete the Level 3 Qualification Children’s Care Learning and Development in a timely fashion if not already held.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Children’s Care Learning and Development – or working towards</li> <li>SEND Qualification</li> <li>Equivalent Childcare Qualification.</li> <li>Trained in Safeguarding and Child Protection.</li> <li>Current First Aid Certificate.</li> <li>Current Certificate in Food Hygiene.</li> </ul>
<b>Skills, Aptitude, Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>To value and nurture each child as an individual.</li> <li>To promote the Pre-School’s inclusive ethos and aims.</li> <li>Proven experience of working with children in an early learning environment, either on placement or in paid employment.</li> <li>A secure working knowledge of The Early Years Foundation Stage Curriculum.</li> <li>Experience of having kept written records of children’s achievements including observations</li> <li>Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration.</li> <li>Ability to set up and create a safe, stimulating and exciting learning environment for the children to explore and thrive in including, lifting and carrying furniture/ equipment, and then putting it all away again at the end.</li> <li>Ability to work independently using own initiative.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Ability to relate well to children and adults including other professionals/parents/carers/.</li> <li>Ability to demonstrate and promote good practice in line with the ethos of the Pre-School both indoors and outdoors.</li> <li>Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>Fluent English speaker</li> <li>Effectively communicate with adults and children</li> <li>Good written, verbal and non-verbal communication</li> <li>To contribute to and adhere to the setting’s working practices, policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting children with SEND.</li> </ul>

- This post requires an Enhanced CRB check as there may be periods of unsupervised access to children. An Enhanced CRB and satisfactory references would be obtained prior to commencement of employment.