

### Person Specification - Nursery Assistant

	Essential / Desirable
<b>Qualifications</b>	
Level 2 qualification in relevant area	E
Evidence of recent professional development relevant to the post	E
<b>Expertise / Knowledge</b>	
3 years' experience in supporting children in similar setting	D
Evidence of outstanding practice in Early Years	D
Ability to assist in the delivery of activities enhancing children's social and educational development.	E
Ability to communicate with nursery children to encourage social, educational and physical development and acceptable behaviour.	E
Ability to assist other staff with the assessment procedures to ensure children's progress is satisfactory.	D
Ability to update children's records.	E
Ability to work with parents/carers to exchange information and to help address child's needs.	D
Ability to attend to children's personal needs.	E
Ability to contribute to the planning of activities for the session, day or week.	D
Ability to support practical learning and play activities of individuals or groups of children.	E
<b>Skills, Abilities and Attributes</b>	
Be able to demonstrate good Literacy levels	E
Be able to record accurate and up-to-date information concerning nursery children.	E
Be able to develop and maintain effective partnerships with parents/carers to promote learning and provide information.	E

Be able to set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean.	E
Be able to assist in supervising children at meal times.	D
Be able to resolve day to day problems in relation to learning and play activities.	E
Be able to have Key Worker responsibilities for particular children.	D
Be able to provide support and guidance to trainee and newly qualified staff.	D
Be able to conduct all activities in a professional manner at all times	E
<b>Personal Qualities</b>	
Excellent communicator	E
Highly organised	E
Ability to meet deadlines and maintain up-to-date records	E
Work swiftly and decisively under pressure	E
Ability to work in a team	E
Resilient	E
Positive attitude, energy and enthusiasm	E
Excellent rapport with children and families	E
Ability to work confidentially and with discretion	E
<b>Commitment</b>	
To the safety, happiness, well-being and self-esteem and progress of all children	E
To providing the best educational opportunity for children in the nursery	E
To ensure that all communications with service users demonstrate the values of the Academy and nursery	E