

London Borough of Brent

Granville Plus Nursery School

Person Specification

Post Title: Nursery Assistant

Grade: 6 - 9

PLEASE NOTE:

All criteria except 7 are essential. The successful candidate must satisfy all other criteria. **Shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria.**

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
1. EDUCATION AND EXPERIENCE			
(a) Previous successful experience in working with or caring for children of ages 0 to 5	*		
2. SKILLS			
(a) Verbal communication skills appropriate to the need to communicate effectively with children, staff, parents/carers and other users		*	
(b) Written communication skills appropriate to the need to contribute to written records of children's development and needs.	*		
(c) Evidence of basic numeracy and literacy skills at least equivalent to NVQ level 1 in both English and Maths.	*		*
3. KNOWLEDGE			
(a) Knowledge of appropriate basic care in eating, dressing and toileting for children aged 0 - 5	*	*	
4. ABILITIES			
(a) Ability to form positive relationships with children, to positively encourage acceptable behaviour, and to deal with behaviour issues calmly and patiently	*	*	*
(b) Ability to build and form effective working relationships with colleagues	*	*	
(c) Ability to work flexibly across professional and operational boundaries, and to work as a member of a multi-disciplinary team.	*	*	
(d) Ability to help maintain a safe and stimulating environment, including moving equipment within the environment		*	
(e) Ability to operate a range of basic resources and equipment, including computers, digital equipment, photocopiers	*		*
(f) Ability to absorb and understand a wide range of information concerning the functions of the Extended Nursery School.		*	

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
(g)	Ability to develop new skills and learning opportunities.	*		
5.	<u>EQUAL OPPORTUNITIES</u> (mandatory)			
(a)	Understanding of the Council's Equal Opportunities policy, and commitment to putting it into practice.	*	*	
6.	<u>CUSTOMER CARE</u> (mandatory)			
(a)	Ability to build and form appropriate working relationships with parents/carers and other users of the Extended School	*	*	
7.	DESIRABLE SKILLS			
A.	Ability to speak a community language	*		
Special Requirements				
(A)	This position requires that postholders undertake an Enhanced with lists Disclosure and Barring Service check considered satisfactory by the Council prior to employment and every 3 years thereafter.		*	
(B)	This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.		*	