

Name on Candidate:

Interview Date and Record:

Person Specification

Post of: Nursery Assistant

Experience and Knowledge of: Childcare

Criteria	Essential	Desirable	Assessment (see key)	Met	Not Met
1. 2 year experience of working with children under 8 in a childcare setting.	✓		I,A		
2. Must have an in-depth understanding of Early Years Learning.	✓		I,A		
3. Experience of delivering childcare activities to meet Ofsted requirements.	✓		I,A		
4. Ability to work as part of a team.	✓		I,A		
5. Maintain accurate records of child's development as required by Early Years Standards.			I,A		
6. Good communications with children, parents and other stakeholders.	✓		I		
7. Able to speak more than one language.		✓			
8. Admin skills, use of Microsoft office to produce accurate reports and records.	✓				
9. Ability to contribute to the Self Evaluation Form through group discussions etc.			I,A		
10. Knowledge of the Children Act 1989.			I,A		
11. Understanding off safeguarding of children in childcare setting.			I,A		
12. Paediatric First Aide Certificate.			A		
13. Punctuality and Flexibility	✓				
14. Understanding of Equality and Diversity Legislation in relation to role.					

A= Application form, Interview = interview, P= Practical.