



Bishop Chadwick
Catholic Education Trust



Our Lady of the Rosary Catholic Primary School

Early Years Nursery Assistant Post

PERSON SPECIFICATION

POST TITLE: Early Years Assistant

GRADE: Enhanced Grade 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ 3 in education or equivalent GCSE or equivalent in English and maths 	<ul style="list-style-type: none"> Evidence of further training/Development relevant to the post First Aid qualification Recognised safeguarding qualification 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of working in an Early Years environment relevant to the post Experience of working as a teaching / nursery assistant. Experience of working with or caring for children of relevant age 	<ul style="list-style-type: none"> Experience of working with children with additional needs Experience dealing with parents or members of the public Experience of using ICT in a work environment 	<ul style="list-style-type: none"> Application form References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Effective use of ICT to support learning Use of resources - computer, interactive PC board. Recent knowledge of relevant polices/codes of practice and legislation Recent knowledge of safeguarding legislation Understanding of national/foundation stage curriculum and other basic learning programmes/strategies. Understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding roles and responsibilities and your own 	<ul style="list-style-type: none"> Up to date safeguarding training 	<ul style="list-style-type: none"> Interview References Short task

	position within these <ul style="list-style-type: none"> • Good numeracy skills • Good command of written and spoken English • Training in relevant learning strategies to enable the support of children. 		
Disposition	<ul style="list-style-type: none"> • Patient and tolerant • Committed to the principals of equality and diversity • Flexible approach to work • Willing to undertake training as required • Able to build up good relationships with parent, pupils and colleagues 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • DBS check