



Person Specification for Nursery Assistant

1. Qualifications and Experience	Essential	Desirable
Experience of administrative work in a busy office environment.	✓	
Educated to NVQ Level 2 or equivalent.	✓	
First Aid Qualification.	✓	
Completion of DCSF induction programme.	✓	
Knowledge of general school policies and procedures.		✓
Knowledge of H&S policy and procedures.	✓	
Good reading and writing skills.	✓	
Ability to count and undertake calculations.	✓	
Ability to use photocopier.		✓
Ability to use word processor and basic databases.		✓
2. Communication	Essential	Desirable
Ability to complete forms, write routine letter.	✓	
Ability to exchange verbal information clearly and sensitively with children and adults.	✓	
Seek support to overcome communication barriers with children and adults.	✓	
Ability to consult with colleagues.	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy.	✓	
Understand and support the differences in children and adults and respond appropriately in relation to the role.	✓	
Basic understanding of the learning experience provided by the school.	✓	
Basic understanding of the way in which children develop.	✓	



Understand the importance of physical and emotional wellbeing.	✓	
Ability to support children who may be unwell.	✓	
4. Working with others	Essential	Desirable
Understand the role of others working in and with the school.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	✓	
Ability to work effectively with other adults in the school.	✓	
Ability to work on own.	✓	
Ability to provide timely and accurate information.	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills.		✓
Ability to work accurately with attention to detail.	✓	
Ability to manage own time effectively.	✓	
Ability to follow instructions.	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality.	✓	
Working knowledge and good understanding of Health & Safety.	✓	
Understand and implement child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Be prepared to develop and learn in the role.	✓	