



Person Specification Pre School Assistant

1. Qualifications and Experience	Essential	Desirable
Successful recent experience working with nursery/early year's children	✓	
NNEB or equivalent - obtain a Level 2 Qualification	✓	
Good general standard of education	✓	
Completion of DCSF Induction programme	✓	
First aid qualification		✓
Knowledge of child development	✓	
Knowledge of Foundation Stage Curriculum	✓	
Knowledge of assessment techniques for young children	✓	
Understanding of child protection policies and procedures.	✓	
Good literacy skills	✓	
Good numeracy skills	✓	
Ability to use equipment e.g. photocopier, laminator, specialist equipment e.g. for technicians, IT packages etc.	✓	
2. Communication	Essential	Desirable
Ability to write detailed reports	✓	
Ability write routine letters	✓	
Listening Skills	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Ability to exchange complex and sensitive information in a firm and non-ambiguous way	✓	
Ability to express own views and opinions	✓	
Seek support to overcome communication barriers with children and adults	✓	
Ability to consult effectively with children and adults	✓	
Ability to motivate/encourage/empower children/adults	✓	



3. Working with children	Essential	Desirable
Ability to manage a whole class, ensuring pupils remain on task	✓	
Understanding and implementation of school behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately	✓	
General understanding of the school curriculum	✓	
Working knowledge and experience of implementing the national curriculum and other learning programmes	✓	
Understanding of statutory framework relating to teaching	✓	
Basic understanding of the way in which children develop	✓	
Understanding of different developmental stages and the impact of experience on these developments	✓	
Understand the way in which play and games can support child development	✓	
Understand and support children in transition	✓	
Understand and promote the value of emotional and physical wellbeing in adults and children	✓	
Take responsibility for own wellbeing	✓	
4. Working with Others	Essential	Desirable
Understand and value the role of parents and carers in supporting children	✓	
Know when, where and how education and support services can be accessed	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles	✓	
Ability to build open and honest relationships	✓	
Work effectively as part of a team	✓	
Ability to work independently	✓	
Know when and how to seek support	✓	
Know when and how to hand over control	✓	
Knowledge of own position within a team environment and the boundaries which apply	✓	
Knowledge of CAF (if/when appropriate)	✓	



Ability to record and report observations in an appropriate manner	✓	
Ability to distinguish between opinion and fact	✓	
5. Responsibilities	Essential	Desirable
Ability to be proactive and initiate action	✓	
Ability to manage own time effectively	✓	
Ability to meet deadlines	✓	
Demonstrate creativity and an ability to resolve problems independently	✓	
Demonstrate commitment to treating all people fairly	✓	
6. General	Essential	Desirable
Understand what is meant by safeguarding and the different way in which children can be harmed	✓	
Understand and comply with child protection procedures	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	