

## Pre-school Assistant – Person Spec

| Essential Criteria:  | Desirable Criteria:  |
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| <p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> <li>• At least a year's experience working in Early Years setting</li> <li>• Relevant early years qualification</li> <li>• Ability to relate well to children and adults including other professionals/carers/parents</li> <li>• Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration</li> <li>• Ability to work independently using own initiative.</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors.</li> <li>• Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>• Fluent English speaker</li> <li>• Good written, verbal and non verbal communication</li> <li>• Ability to interact with children and support their involvement in physical activities and outdoor play</li> <li>• Consistent approach with children and parents</li> </ul> | <p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> <li>• Experience of working in Early Years in a school environment</li> <li>• Experience of working as part of a team</li> <li>• Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents</li> <li>• Experience of working with other agencies and professionals</li> <li>• Knowledge and understanding of the type of external support that is available to support children's development and how to access these services.</li> <li>• Experience of having kept written records of children's achievements including observations.</li> </ul> |
| <p>Personal qualities</p> <ul style="list-style-type: none"> <li>• Proactive and positive team player</li> <li>• Enthusiasm for learning and working with children</li> <li>• Caring, friendly, approachable, open, inclusive,</li> <li>• Reflective approach and commitment to personal development</li> <li>• Able to provide consistently high levels of welcoming, and personable</li> <li>• Able to maintain confidentiality at all times</li> <li>•</li> </ul>   | <p>Personal qualities</p> <ul style="list-style-type: none"> <li>• Reflective approach and commitment to personal development</li> <li>• Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments</li> </ul>  |

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| <p>Qualifications</p> <ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities</li> <li>• Relevant Level 2, 3 or above early years qualification<br/><a href="http://www.education.gov.uk/eypqd/criteria.shtml">http://www.education.gov.uk/eypqd/criteria.shtml</a></li> </ul> | <p>Qualifications</p> <ul style="list-style-type: none"> <li>• Completion of Safeguarding Awareness course</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</li> </ul> |
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