



Person Specification

QUALIFICATIONS, TRAINING AND EXPERIENCE

The person appointed will have:

	Essential	Desirable
QCF recognised relevant Level 3	✓	
Paediatric First Aid Training		✓
Experience of working with or caring for children or young people	✓	
Working/training in a EYFS setting		✓

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the Early Years:

	Essential	Desirable
Awareness of practices and procedures within EYFS relating to the welfare and safety of children	✓	
General understanding of EYFS curriculum	✓	
Basic understanding of child development and learning	✓	
Ability to relate well to children and adults	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Willingness to attend CPD opportunities	✓	
Must be able to respect the confidential nature of the work	✓	
Effective use of ICT/equipment technology to support learning		✓

OTHER REQUIREMENTS

	Essential	Desirable
Understanding of promoting Christian distinctiveness		✓
The ability to work constructively as part of a team, understanding settings roles and responsibilities and own position within these	✓	
Effective communication skills, both oral and written	✓	
Willingness to contribute to whole school initiatives and support school improvement	✓	
Willingness to plan and deliver extra-curricular activities	✓	

APPLICATION REQUIREMENTS

	Essential	Desirable
Letters should address the criteria identified in this specification	✓	
Application forms should be completed in full	✓	
Cover letters should be clear and concise	✓	

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Job Description



Key Responsibilities

1. Contribute to planning and implement learning activities, adjusting activities according to children's individual needs and interests
2. Support the Nursery Leader and Headteacher by contributing to the monitoring, assessing and recording children's progress and behaviour, and in reporting this to parents as appropriate
3. Act as key person for a group of children, liaising closely and building an effective relationship with parents/carers to ensure each child's needs are recognised and met
4. Contribute to learning opportunities by arranging/providing resources and activities and tidying these away at the end of the session
5. Contribute to children's social, emotional and physical wellbeing, ensuring children are kept safe by understanding when to follow child protection procedures and reporting concerns to the DSL
6. Childcare Assistants in this role may be expected to undertake at least one of the following:
 - a. work with children with severe and complex learning difficulties and associated disabilities
 - b. provide support and communication strategies as required
 - c. in accordance with an agreed healthcare plan and following appropriate training as directed by the Headteacher
7. Encourage independent learning and promote inclusion of all children in and outside of the room. Escort and supervise children on visits away from the setting
8. Select, prepare and clear away resources and continuous provision ensuring they are available for use
9. Share information about children with other staff, parents/carers, internal and external agencies, as appropriate and having checked with the Nursery Leader.
10. Actively participate in team meetings, supervision meetings and appraisal meetings
11. Attend training courses as required and take responsibility for personal development
12. Be aware of and comply with all settings policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting ALL concerns to The Nursery Leader and/or the Headteacher
13. Within the context of setting's behaviour plans and policies, use initiative to deal with issues that arise and encourage children to develop and take responsibility for their own behaviour.
14. To support and supervise meal times and outdoor breaks within the setting
15. Uphold and promote the school's Christian vision, values and ethos

NB: This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of the school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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