

Wistaston Church Lane Academy

PERSON SPECIFICATION

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| JOB TITLE | Nursery Assistant inc Before and After School Club | GRADE | 3 |
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| ATTRIBUTES | DESCRIPTION | DESIRABLE |
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| Knowledge and Experience | <p>NVQ Level 2/3</p> <p>For full details of suitable and relevant qualifications, see: https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england</p> <p>A thorough understanding of the Early Years Framework and all that is required to keep children safe, happy and well.</p> <p>Excellent understanding of safeguarding policies and procedures and your role in child protection.</p> <p>Experience of working with children who have Special Educational Needs.</p> <p>Able to build and maintain positive relationships with children, parents and colleagues.</p> <p>Have worked as part of a team, is able to follow instructions and also work under own initiative.</p> | <p>Evidence of recent training</p> <p>Current paediatric first aid qualification- or be willing to undertake training.</p> <p>Current basic food hygiene qualification- or be willing to undertake training.</p> <p>Evidence of working with outside agencies linked to school</p> |
| Skills and Abilities | <p>Can respond to sensitive issues with discretion and confidentiality.</p> <p>Able to plan play based and fun learning activities to meet children's needs.</p> <p>Understands how to best support children with additional needs.</p> <p>Can contribute to creating stimulating indoor and outdoor learning environments.</p> <p>Confident using technology to aid aspects of job role, e.g. email, online programs etc.</p> <p>Willingness to undertake further training and/or qualifications relevant to the role</p> | |

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| Personal Qualities | <p>Excellent communication skills</p> <p>Welcoming nature – being helpful, positive, calm.</p> <p>Able to be flexible to changing workload demands and new challenges.</p> <p>Confident enough to seek support and advice when needed.</p> <p>Willing to work with/ develop links with other nursery practitioners within our multi academy trust to learn from each other and share best practice.</p> <p>Are committed to your own professional development – willing to undertake training and keep up to date with new thinking within the early years sector.</p> | |
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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.