

## PERSON SPECIFICATION

### Details of Person Specification

<b>Job Title:</b>	Nursery Assistant	<b>Grade:</b>	6-9
<b>Division/Section:</b>	Nursery	<b>Date:</b>	March 2021
<b>Prepared by:</b>	Patricia Eddie		
<b>Designation:</b>	Nursery Manager		
<b>Reviewed by:</b>	Carrie Lynch		
<b>Designation:</b>	HR Advisor		

**This form describes the essential and desirable criteria a person needs to perform the job.**

**Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.**

## PERSON SPECIFICATION

### 1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	<b>Essential</b>	
	Enthusiastic and highly motivated.	Application Form/Interview
	Good communication written and oral	Application Form/Interview
	Knowledge of National Care Standards and Codes of Practice.	Interview
	<b>Desirable</b>	
	Knowledge of the Curriculum for Excellence, Early Level, and The Pre-Birth to Three Curriculum.	Interview

## 2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<b>Essential</b>  NC Childcare or equivalent qualification  Be registered, or be willing to become registered with the SSSC  Knowledge of Health and Safety requirements relevant to childcare settings including safeguarding.	Application Form  Application Form/Interview  Interview
	<b>Desirable</b>  First Aid/Food Hygiene trained or willing to undertake such training.  Experience of working with children between the ages of 6 weeks to 5 years	Application Form/Interview  Application Form/Interview

## 3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	<b>Essential</b>  Ability to plan and prioritise workload  A high degree of accuracy is required	Application Form  Application Form
	<b>Desirable</b>  The ability to make informed decisions using existing knowledge and own initiative.	Interview

## 4. PEOPLE

No.	Description	Method of Assessment
	<b>Essential</b>  Ability to work as part of a team, form and maintain appropriate relationships including personal boundaries with stakeholders.  Excellent communication and interpersonal skills	Application Form/Interview  Interview
	<b>Desirable</b>  Awareness of Equal Opportunities	Interview

## 5. Other requirements

No	Description	Method of Assessment
	<b>Essential</b>  A willingness to undertake on-going CPD opportunities as required by the SSSC	Application Form/Interview
	<b>Desirable</b>	