

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Nursery Support Worker	Grade:	1
Division/Section:	Nursery	Date:	July 2019
Prepared by:	Patricia Eddie		
Designation:	Nursery Manager		
Reviewed by:	Carrie Lynch		
Designation:	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
	Essential	
	Enthusiastic and highly motivated in promoting child led activities and learning experiences.	Application Form/Interview
	Good communication written and oral	Application Form/Interview
	Ability to maintain confidentiality on all matters.	Interview
	Desirable	

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential Standard grade/ National 4/5 in English Be registered, or be willing to become registered with the SSSC	Application Form Interview
	Desirable First Aid/Food Hygiene trained or willing to undertake such training. Numeracy skills.	Application Form Application form/Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential A high degree of accuracy is required Ability to plan and prioritise own workload	Application Form Application Form/Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential Ability to work as part of a team, form and maintain appropriate relationships including personal boundaries with stakeholders Enthusiastic and highly motivated. Good communication written and oral. Excellent communication and interpersonal skills	Application Form/Interview Interview Interview
	Desirable	

5. Other requirements

No	Description	Method of Assessment
	Essential A willingness to undertake on-going CPD opportunities as required by the SSSC and to keep registration current and up to date.	Application Form/Interview
	Desirable	