

## PERSON SPECIFICATION

|                      |                                       |
|----------------------|---------------------------------------|
| <b>Job Title:</b>    | <b>Welfare Assistant (Nursery)</b>    |
| <b>Reporting to:</b> | <b>Nursery Manager</b>                |
| <b>Duration:</b>     | <b>Term time only + 1 week insets</b> |

|  |  | <b>Essential/<br/>Desirable</b> | <b>Application<br/>Form</b> | <b>Interview<br/>Task<br/>References</b> |
|--|--|---------------------------------|-----------------------------|--|
| <b>QUALIFICATIONS</b>                  |  |                                 |                             |  |
| 1                                      | A relevant childcare qualification.  | <b>D</b>                        | x                           | x  |
| <b>EXPERIENCE</b>                      |  |                                 |                             |  |
| 2                                      | Experience of working in the same or a similar role at a previous school or Nursery.   | <b>D</b>                        | x                           | x  |
|  |  |                                 |                             |  |
| <b>ABILITIES, SKILLS AND KNOWLEDGE</b> |  |                                 |                             |  |
| 3                                      | Ability to pay attention to detail when supervising young children.  | <b>E</b>                        | x                           | x  |
| 4                                      | Ability to communicate effectively, articulately and sensitively with a range of groups and individuals  | <b>E</b>                        | x                           | x  |
| <b>PERSONAL QUALITIES</b>              |  |                                 |                             |  |
| 5                                      | Prepared to work independently and constructively as part of a team, understanding welfare roles and responsibilities and own position within these. | <b>E</b>                        | x                           |  |
| 6                                      | Able to work in partnership with pupils, teachers, parents, other professionals and stakeholders.  | <b>E</b>                        | x                           |  |
| 7                                      | Good organisational and time management skills and flexible approach to work.  | <b>E</b>                        | x                           |  |
| 8                                      | Highly organised and emotionally literate.   | <b>E</b>                        | x                           |  |
| 9                                      | Highest levels of professional and personal integrity.   | <b>E</b>                        | x                           |  |
| 10                                     | Personal resilience, persistence and perseverance.   | <b>E</b>                        | x                           |  |
| 11                                     | Commitment to the pursuit of continuous professional development of oneself and others.  | <b>E</b>                        | x                           |  |