



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Nursery Officer (Best Start in Life)

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	- NVQ Level 3 or equivalent in childcare i.e. NNEB/ BTEC Diploma in Nursery Nursing or equivalent - Level 2 in both Maths and English equivalent to GCSE Grade C or above - Evidence of continuous professional development		- Application form - Certificates - Interview
Work Experience	- Experience of working with children in a childcare setting - Experience of working with children and families with additional needs - Experience of working with early years foundation stage programme - Experience of child protection procedures including attending meetings - Experience of multi-agency working - Experience of early help process and meetings	Experience of working with families in a variety of settings	- Application form - Interview - References - Written Test
Knowledge/ Skills/ Aptitudes	- Knowledge of current standards and legislation for childcare - High quality written and verbal communication skills - Able to write reports and keep accurate records - Able to assess the needs of children in the setting and plan accordingly - Able to communicate with children of varying ages - Competence in the use of IT equipment		- Interview - References

Disposition	• Able to work as part of a team and with partners • Able to plan, prioritise and meet deadlines • Committed to the care, guidance and support of young children • Flexible to meet the needs of the service • Committed to principles of equality and diversity		• Interview • References
Circumstances	• Willingness to participate in training and development • Enhanced clearance from the Disclosure and Barring Service		• Interview • DBS check