



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	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Application form Certificates Interview
Work Experience	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Experience of working with families in a variety of settings 	<ul style="list-style-type: none"> Application form Interview References Written Test
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Interview References

Disposition	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Willingness to participate in training and development • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • Interview • DBS check