Ducklings Day Care

Essential Criteria Sheet – Support Staff Day Care/Nursery

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications and training** | * NNEB, NVQ 3 or CACHE level 3 or BTEC Level 3 or equivalent qualification in a relevant discipline * Minimum 4 subjects GCSE Grades A\*-C (or equivalent) including Maths and English | * First aid certificate | * Application form * Class based activity |
| **Experience** | * Current experience of working within a school nursery * Experience of working in a day care setting. * Keyworker experience * Current experience of planning and evaluating learning experiences * Currently involved in planning of learning for individuals, groups and whole class * Experience of working with children with general and specific learning difficulties * Experience providing wrap around and holiday activities | •Full working knowledge of relevant policies/codes of practice/legislation  •Understanding of statutory frameworks relating to teaching | * Application form * Letter of application * Interview * Reference |
| **Skills, knowledge and aptitude** | * Ability to relate well with babies, children and adults * Making and recording observations * Supported the teacher in keeping learning journals updated * Demonstrate an ability to use skills, expertise and experience to work independently to support pupil learning with individual children and groups * Good written and oral communication skills * Ability to work flexibly either on own or as part of a team * Enthusiasm and ability to use initiative * Ability to contribute to meetings and liaise with other agencies * A willingness to work co-operatively with a wide range of professionals * Willingness to undertake further appropriate training as required by Senior Management Team |  | * Application form * Letter of application * Interview * Reference |
| **Additional Factors** | * Approachable manner, reliable, conscientious and articulate * Good sense of humour- recognises change is sometimes inevitable * Sensitive to the needs of vulnerable children and their parents * Commitment to achieve high standards and to continuing personal and professional development * High level of confidentiality and discretion * Enthusiasm and drive. * Calm and positive approach | * Appreciate and support other professionals. | * Letter of application * Interview * Reference |