

# PERSON SPECIFICATION



**Job Title:**     Nursery Assistant – Aim High Academy Trust

**Grade:**        Grade 2 (SCP 5-6)

Minimum Essential Requirements	Method of Assessment
<b>Work Related Skills/Knowledge</b>	
<ul style="list-style-type: none"> <li>• Good communication skills, written and verbal, and the ability to liaise with staff at all levels</li> <li>• Excellent practical skills</li> <li>• Knowledge and understanding of safeguarding/confidentiality in a school environment</li> <li>• Knowledge and understanding of child development</li> <li>• Knowledge of current curriculum and frameworks</li> <li>• Knowledge of current childcare legislation</li> <li>• Knowledge of safeguarding</li> <li>• To adhere to policies and procedures</li> <li>• An ability to take a lead role in the planning and delivery of range of activities and services which will fulfil the needs of the individual child.</li> <li>• Work on your own initiative</li> <li>• Work flexibly and as part of a team.</li> <li>• To provide written and oral reports as and when required</li> <li>• To undertake any other duties as may be required</li> <li>• To be aware of the overarching aims of Dubmire 0-5 provision and to always uphold standards.</li> </ul>	Application Form/ Interview.
<b>Experience/Education/Training</b>	
<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent in Childcare and Education formally NNEB</li> <li>• A sound education with regard to numeracy and literacy skills</li> <li>• Good ICT skills</li> <li>• Willingness to undertake any additional training where necessary</li> <li>• Willingness to undertake training in first aid</li> <li>• Recognising areas of training required for your own personal development needs</li> </ul>	Application Form/ Interview/ Certificates

**Personal Attributes**

- Enthusiastic
- Organised
- Supportive of the mission and aims of Aim High Academy Trust
- Maintains high standards
- Friendly manner
- Team player
- Flexible and adaptable
- Punctual and reliable

Application Form/  
Interview