



PERSON SPECIFICATION: PRE-SCHOOL ASSISTANT

ESSENTIAL

Qualifications/Attainment:

1. At least two years' proven experience working in an early years care and education setting
2. Possess a minimum NVQ Level 2 in Early Years Child Care & Education or equivalent, preferably with a commitment to obtaining a level 3 qualification.
3. A good standard of education, particularly in English & Mathematics (GCSE Grade C or above/or equivalent)
4. Knowledge of appropriate first aid procedures – possess or commit to obtaining a paediatric first aid qualification

Experience:

1. Demonstrable evidence of establishing positive professional relationships with children
2. Evidenced experience of supporting children to develop in a learning environment
3. Strong organisational and time management skills
4. Prior experience of supporting children of Pre-School Age

Knowledge base:

1. Sound working knowledge of EYFS requirements
2. Knowledge of daily health & safety practices in a pre-school environment
3. Extensive knowledge of Safeguarding issues and compliance with procedures
4. Competent IT skills – able to maintain records & produce reports, take & upload photographs using allocated devices and related software eg Tapestry. Able to support others with basic IT skills
5. Willingness to participate in further training & developmental opportunities offered

Skills Required:

1. Ability to support the manager in ensuring the setting achieves and maintains at least a good Ofsted rating.
2. Sound understanding of child development for each age banding and of children's needs.
3. Ability to ensure effective child development monitoring
4. Ability to support the planning and implementation the Early Years curriculum, taking into account the current EYFS curriculum requirements, SEND Code of Practice, child protection procedures and equal opportunities considerations.
5. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to Early Years settings.
7. Ability to comply with the requirements placed on the setting by the EYFS.
8. Ability to work with parents and families to encourage their involvement.
9. Ability to effectively support the marketing of the setting to maximise occupancy levels and fee income, and maintain the Pre-School's financial stability led by the Head Teacher/Manager

11. Demonstrate a commitment to continuously promoting a culture of safeguarding.
13. Commitment to equal opportunities and an understanding of equality and diversity issues.
14. Ability to write clear reports and communicate effectively to parents & other professionals under the guidance of the manager.
15. Experience of working effectively in collaboration with other agencies and professionals e.g. NHS / MASH

Attitude/Approach:

1. Maintain confidentiality and be professionally discreet on all school matters at all times
2. Ability to work under own initiative and as part of a collaborative Pre-School team and wider school team
3. Be able to work as a team consistently to constantly improve Pre-School provision
4. Demonstrate a commitment to equal opportunities
5. Communicate effectively with all stakeholders in a professional manner
6. Work with honesty and integrity at all times