



Personnel Specification - Nursery Assistant

Attributes	Criteria No.	Criteria	How Identified	Rank
<i>Relevant Experience</i>	1.	Experience of caring for young children	Application & Interview	A – Essential
<i>Education and Training</i>	2. 3. 4.	Recent First Aid qualification Basic Food Hygiene Certificate Other related training	Application Application Application	C - Advantageous C - Advantageous C – Advantageous
<i>General and Special Knowledge</i>	5.	Basic knowledge of child development	Interview	C – Advantageous
<i>Skills and Abilities</i>	6. 7. 8. 9. 10. 11.	Ability to communicate well with adults and children To be able to demonstrate the ability to work as part of a team Ability to write legibly and good presentation skills Good organisational skills Demonstrate creative ability Ability to approach things professionally	Interview Interview/App. Interview Interview Interview Interview/App.	A – Essential B - Desirable B - Desirable C - Advantageous C – Advantageous A - Essential
<i>Additional Factors</i>	12. 13. 14. 15. 16. 17.	Understanding of Equal Opportunities Awareness of Health and Safety and practical hygiene issues Able to demonstrate the ability to take on a responsibility role Enjoy being with children Honesty with self and others Must have a clear understanding of the importance of confidentiality.	Interview Interview Application & Interview Interview Interview Interview	B - Desirable B - Desirable C – Advantageous A - Essential A - Essential A - Essential