



New Road Primary & Nursery School

Early Years Assistant Person Specification

Attributes	Essential	Desirable	How Measured During Recruitment & Selection Process
Skills/Abilities/ Knowledge	<ul style="list-style-type: none"> • Communicates well with children and adults • Works well as part of a team • Works well independently and uses initiative • Works well under direction • Good social skills • Able to adapt and prioritise • Understanding of safeguarding and confidentiality 	<ul style="list-style-type: none"> • Previous experience in a school or nursery setting • Experience of planning children's work according to their needs • Some knowledge of behaviour management strategies • Some ICT skills 	Application and interview
Qualities	<ul style="list-style-type: none"> • Polite, friendly and well-spoken • Reliable • Calm under pressure • Patient and compassionate • Firm but fair • Willing to undertake intimate personal care as the need arises • Takes pride in work • Good sense of humour 	<ul style="list-style-type: none"> • Organised • Willing to share expertise and to learn from others 	Application and interview
Education/Training/ Qualifications	<ul style="list-style-type: none"> • Have over 1 years' experience working with children. 	<ul style="list-style-type: none"> • Willing to work towards relevant recognised qualifications 	Application and interview
Working Arrangements and Personal Availability	<ul style="list-style-type: none"> • Able to travel independently to training venues 	<ul style="list-style-type: none"> • Willing to respond to the needs of the school 	Application and interview