



Little Quay Nursery and Learning Hub

Person Specification- Level 3 Qualified Nursery Assistant

Criteria	Essential	Desirable
Qualifications	Full and relevant Level 3 Early Years qualification	Paediatric First Aid (PFA) certificate (required for ratio inclusion)
English & Maths	Functional Skills Level 2 or GCSEs in English and Maths	Additional qualifications in child development or SEND
Experience	Experience caring for babies under 2	Experience across age groups (0–4) and multi-room deployment
Safeguarding Knowledge	Understanding of safeguarding procedures and duty to report concerns. Secure understanding of KCSIE 2025 and whistleblowing procedures.	Evidence of successfully passing Safeguarding Level 3
References	Two professional references, one from a childcare employer	References that demonstrate ethos alignment and relational practice
EYFS Knowledge	Working knowledge of EYFS 2025, including Characteristics of Effective Learning	Experience with planning and observations using EYFS
Communication Skills	Ability to communicate clearly with children, parents, and colleagues	Experience in parent partnership and transparent communication
Care Routines	Confident in feeding, nappy changing, sleep routines, and toileting	Experience supporting children with allergies, intolerances, or SEN needs
Team Work and Flexibility	Willingness to work across baby, toddler, and preschool rooms	Experience in small-team settings or start-up nursery environments
Ethos Alignment	Commitment to inclusive, sustainable, emotionally safe practice	Demonstrated interest in eco-conscious or values-led early years settings
Compliance and Record Keeping	Ability to maintain accurate records and follow safeguarding protocols	Experience using digital systems for observations or daily logs
Professionalism	Commitment to safer recruitment, confidentiality, and reflective practice	Participation in CPD, supervision, or coaching programmes.

