

Nursery Volunteer – Person Specification

Little Quay Nursery and Learning Hub

Essential Criteria

Experience & Knowledge

- Genuine interest in working with young children aged 0–4.
- Basic understanding of child development and early learning needs (can be gained through induction).
- Awareness of safeguarding and willingness to follow all policies, procedures, and reporting expectations.
- Understanding of the importance of health & safety, hygiene, and maintaining a safe environment.

Skills & Competencies

- Ability to communicate clearly and warmly with children, staff, and families.
- Ability to follow instructions from qualified staff and work effectively as part of a team.
- Good organisational skills and ability to help maintain tidy, safe play spaces.
- Ability to use initiative appropriately while recognising boundaries of the volunteer role.
- Reliable, punctual, and able to manage time effectively.

Personal Attributes

- Friendly, patient, and approachable.
- Positive attitude and enthusiasm for supporting children's learning and play.
- Respectful, inclusive, and committed to promoting equality.
- Calm, reassuring presence with emotional resilience.
- Willingness to learn, accept feedback, and develop skills.

Values & Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Ability to maintain confidentiality at all times.
- Acts with honesty, integrity, and professionalism.
- Treats all children and families with respect and kindness.

Legal & Compliance Requirements

- Enhanced DBS check required before starting.
- Must comply with all nursery policies including safeguarding, behaviour, confidentiality, and health & safety.

- **Volunteers cannot be counted in statutory ratios and must always work under supervision.**

Desirable Criteria

- Previous experience with children (e.g., babysitting, parenting, youth groups).
- Experience in a nursery or early-years setting.
- Basic knowledge of the EYFS or willingness to learn.
- Paediatric First Aid certificate (not essential).
- Experience supporting children with additional needs.