

Employee Specification – Pre-School Assistant

Greenacre Pre-School



Attributes	Essential	Desirable	How Identified
Qualification	<ul style="list-style-type: none"> ❖ CACHE Diploma in Childcare and Education Level 3 or equivalent ❖ Paediatric First Aid 		<ul style="list-style-type: none"> ❖ Application Form ❖ Documentation
Experience	<ul style="list-style-type: none"> ❖ Previous experience working with young children 	<ul style="list-style-type: none"> ❖ Working in partnership with other agencies ❖ Working in close partnership with parents/carers ❖ Working one to one with children with SEND 	<ul style="list-style-type: none"> ❖ Application Form ❖ Interview ❖ References
Knowledge/Skills	<ul style="list-style-type: none"> ❖ ICT knowledge to prepare reports to support children's development and well being ❖ Foundation Stage Profile ❖ EYFS ❖ Able to communicate effectively with children and parents, staff, committee ❖ Work as part of a team ❖ Able to motivate children and sustain their interest in play activities ❖ Able to take and accept instructions 	<ul style="list-style-type: none"> ❖ Able to develop children with special educational needs. ❖ Experience in dealing with matters relating to child protection 	<ul style="list-style-type: none"> ❖ Application form ❖ Interview ❖ References
Personal Qualities and Attributes	<ul style="list-style-type: none"> ❖ Communicate effectively both verbally and in writing ❖ Take responsibility and work well with others ❖ Use initiative, work to time scales, effective time management ❖ Committed to Inclusion ❖ Can work hard, play hard and able to maintain a work life balance ❖ No adverse criminal record 	<ul style="list-style-type: none"> ❖ Additional/unique skills which would add value to the position ❖ Willingness to attend training and meetings out of working hours 	<ul style="list-style-type: none"> ❖ Application form ❖ Interview ❖ References