

**Employee Specification Form**

Post Number	
Job Title	Nursery Assistant Band C
Department	Children and Young People's Department
Prepared by and date	Headteacher June 2025

**Important - Study "Explanatory Notes" printed overleaf before completing form**

<b>Essential Personal Attributes</b>	<b>Stage Identified</b>	<b>Desirable Personal Attributes</b>	<b>Stage Identified</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ level 3 in a childcare/education related area or a commitment to working towards this</li> <li>Commitment to further training</li> </ul>	App Form	<ul style="list-style-type: none"> <li>Paediatric First aid</li> <li>Food hygiene certificate</li> <li>NVQ level 2 in Playwork</li> </ul>	App Form
<b>Experience</b> <ul style="list-style-type: none"> <li>Working with children aged 2-5 years</li> <li>Working in partnership with parents</li> </ul>	App Form/ Interview	<ul style="list-style-type: none"> <li>Working with children with special/additional needs</li> </ul>	App Form/ Interview
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Good understanding of the EYFS framework</li> <li>Good understanding of child protection policy and procedure</li> <li>Good understanding of health &amp; safety procedures</li> <li>Basic IT skills</li> <li>Ability to work as part of a team</li> <li>Ability to work in partnership with parents/carers</li> <li>Understanding of record keeping and confidentiality</li> </ul>	App/ interview	<ul style="list-style-type: none"> <li>Knowledge of 'Continuous Provision' model of practice</li> <li>Ability to contribute to planning a diverse range of activities</li> <li>Ability to communicate effectively with young children</li> <li>Understanding of the value of self-directed play</li> <li>Understanding of promoting emotional and physical well-being</li> <li>Awareness of Birth to 5 document and Development Matters document</li> <li>Assessing learning progress and identifying next steps in learning</li> </ul>	App form/ interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Ability to work flexibly to meet the needs of the school</li> </ul>	App form		

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc