**PERSON SPECIFICATION**

**NURSERY ROOM SUPERVISOR**                                              **CANDIDATE NO:**

| For office use only | |
|---|---|
| **Shortlisted:** Yes/No | **Internal/External** |
| **Result of Interview** Appoint / Hold / Not Appointable | |
| **Reasons for Decision** | |
| **Chair of Panel:** | **Date:** |

**FOR OFFICIAL USE ONLY – NOT TO BE COMPLETED BY CANDIDATES**

| CRITERIA | HOW JUDGED | MET | PARTLY MET | NOT MET | COMMENTS |
|---|---|---|---|---|---|
| **WORK RELATED EXPERIENCE** | | | | | |
| *ESSENTIAL:* | | | | | |
| 1.  Experienced child care worker with relevant qualifications, minimum Level 3. | Application Form and interview | | | | |
| 2.  Experience of running child care sessions, overseeing and deploying staff. | Application Form and interview | | | | |
| 3. Experience of planning and delivering Early Years Foundation Stage curriculum. | | | | | |
| **SKILLS AND ABILITIES** | | | | | |
| *ESSENTIAL* | | | | | |
| 1. Ability to keep register of children's attendance and daily record sheets. | Application Form and interview | | | | |
| 3. Ability to observe and collate information for children's learning journeys and development records. | Application Form and interview | | | | |

| CRITERIA | HOW JUDGED | MET | PARTLY MET | NOT MET | COMMENTS |
|---|---|---|---|---|---|
| *DESIRABLE* | | | | | |
| 1. Ability to plan activities and manage staff and others including Volunteers. | Application Form and interview | | | | |
| 2. Basic keyboard/Internet/Microsoft Office skills | Application Form and interview | | | | |
| 3. Empathetic, supportive approach to working with children, families and volunteers | Application Form and interview | | | | |
| **KNOWLEDGE** | | | | | |
| *ESSENTIAL:* | | | | | |
| 1. A Childcare qualification at NVQ Level 3 in Childcare and Education or equivalent with knowledge/experience of Ofsted National Standards | Application Form and interview | | | | |
| 2. Up to date Paediatric First Aid and Health and Safety. | Application Form and interview | | | | |
| 3. Knowledge of and commitment to equal opportunities and safeguarding children. | Application Form and interview | | | | |
| 4. Understanding of child development and how to record information. | | | | | |
| *DESIRABLE* | | | | | |
| 1. Motivational and communication skills in order to relate to children, parents/carers and external agencies. | Application Form and interview | | | | |