

Person Specification – Preschool Assistant

Criteria	Essential	Desirable
Qualifications & Training	• A genuine passion for working with young children. • Willingness to undertake relevant training and continuous professional development. • Commitment to completing mandatory safeguarding, health and safety, and first aid training as required.	• Level 2 or Level 3 Early Years qualification (or equivalent). • GCSE Maths and English (Grade 4/C or above) or equivalent. • Paediatric First Aid certificate. • Safeguarding training.
Experience	• Experience working with children in an Early Years, childcare, school or similar setting, or transferable experience demonstrating the skills required for the role. • A positive attitude and willingness to learn and develop.	• Experience supporting children with SEND. • Experience implementing the EYFS. • Experience planning for children's next steps. • Experience as a Key Person.
Knowledge & Understanding	• Understanding of child development and children's individual needs. • Understanding of the importance of safeguarding and promoting the welfare of children. • Understanding of confidentiality, GDPR, and professional boundaries. • Awareness of equality, diversity and inclusion. • Willingness to develop knowledge of the EYFS and relevant legislation.	• Good knowledge of the EYFS Statutory Framework. • Knowledge of safeguarding, SEND, the Childcare Act 2006 and Keeping Children Safe in Education (where applicable). • Experience using Tapestry or other online learning journals. • Knowledge of different assessment methods.
Skills & Personal Qualities	• Warm, caring, patient and nurturing approach. • Excellent communication skills with children, families and colleagues. • Ability to build positive relationships and work effectively as part of a team. • Reliable, flexible and organised. • Ability to support children's emotional wellbeing, confidence and self-regulation. • Commitment to maintaining high standards of safeguarding, health and safety, hygiene and confidentiality. • Positive attitude with a willingness to learn and contribute to the preschool community.	• Confidence using digital systems such as Tapestry to record children's learning and communicate professionally. • Ability to lead activities and contribute ideas for continuous improvement.

Safeguarding Statement

Old Dalby Preschool is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to safer recruitment procedures, including an Enhanced DBS check, satisfactory references, verification of identity and right to work in the UK, and any other checks required in line with current legislation and statutory guidance.

We are committed to developing our staff. Applicants who do not currently hold a recognised Early Years qualification but demonstrate the right values, enthusiasm and potential will be supported to undertake recognised training while in post.