

**PERSON SPECIFICATION**  
**POST TITLE: Band 4 Nursery Officer**

		<b>Essential (E) Desirable (D)</b>	<b>Assessed through: App Form (A) Interview (I)</b>
<b>Royal Free World Class Values</b>	<ul style="list-style-type: none"> <li>Demonstrable ability to meet the Trust Values</li> <li><i>Positively</i> <b>welcoming</b></li> <li><i>Actively</i> <b>respectful</b></li> <li><i>Clearly</i> <b>communicating</b></li> <li><i>Visibly</i> <b>reassuring</b></li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Education &amp; professional Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum of Level 3 Childcare qualification-(NNEB, NVQ, CACHE or equivalent)</li> <li>Paediatric First Aid Certificate</li> <li>Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience working with children in a Nursery setting</li> <li>Experience of record keeping and planning for individual children and groups.</li> <li>Supervising children in a room</li> <li>Experience of working as part of a team and independently</li> <li>Good understanding of the EYFS, the Statutory Framework and the 7 areas of learning etc.</li> <li>To promote inclusion , equality and individuality within the setting</li> <li>Good awareness of Safeguarding Children</li> <li>Understanding of Health and Safety and Practical Hygiene.</li> <li>Understanding of food hygiene and healthy eating</li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>

<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Be able to communicate clearly and effectively both verbally and written.</li> <li>• Basic IT skills</li> <li>• Confident in communicating with parents/carers, children and others as required.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> </ul>
<b>Personal Qualities &amp; attributes</b>	<ul style="list-style-type: none"> <li>• Able to remain calm and professional under pressure</li> <li>• Willing to learn and develop</li> <li>• Demonstrate creative ability</li> <li>• Be adaptable and flexible</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• To cover all sites as needed</li> <li>• Be able to cover varying shifts to ensure ratios are met</li> <li>• To perform any other reasonable duties as required by the Nursery Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> </ul>