

**PERSON SPECIFICATION**  
**Nursery Officer, Pre School**  
**Vacancy Ref: N2329-R**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
An Early Years NVQ Level 3 or equivalent qualification	Essential	Application Form
The ability to work independently using your own initiative as well as in a team	Essential	Supporting Statements/Interview
Advocate of customer care ensuring that the experience of each customer is positive and satisfactory	Essential	Supporting Statements/ Interview
Experience of dealing with a range of customer queries/concerns in a professional manner	Essential	Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular post	Essential	Application Form
Previous experience of a similar role in a childcare environment	Desirable	Supporting Statements/Interview
Current Manual Handling and First Aid Certificates	Desirable	Application Form
Current Safeguarding Children Certificate	Desirable	Application Form
Demonstrate good working knowledge of Early Years Foundation Stage	Desirable	Supporting Statements/Interview
Commitment to ongoing personal development and training	Desirable	Supporting Statements/ Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.