

Person Specification

Job Title: Playgroup Assistant

Department: Tiger Tots

Reports To: Playgroup Manager

Location: Tiger Tots

Overall Purpose: To provide a friendly and professional programme of activities suitable for children aged 5 years and under. To ensure the safety and development of the children, and to keep accurate and informative records of professional observations and of their achievements

Qualities Sought		Essential	Desirable
Formal qualifications	<p>Good academic record Maths and English minimum grade C or equivalent.</p> <p>Early Years NVQ Level 3</p> <p>A current first aid qualification</p> <p>Willingness to undertake First Aid Training</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Knowledge and experience	<p>Experience of working with children aged 5 and under</p> <p>Experience of preparing and providing a programme of activities to aid the physical, emotional, social and intellectual care and growth of children aged 5 years and under.</p> <p>Experience of keeping accurate and informative records for children aged 5 and under</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Skills and Abilities	<p>Good written and oral communication skills.</p> <p>Good organisational and planning skills.</p>	<p>✓</p> <p>✓</p>	