Greenbank Pre School

**Early Years Assistant**

**Employee Specification**

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| **Knowledge, Training and Experience required to do the job:** |
| **Essential:**  - Experience ofpre-school children’s learning and development  - Experience of working with young children with additional needs  - To be caring, listening and responsive to children’s needs  - Able to work effectively as part of a small team  - Very good communication skills  - Very good interpersonal skills  - Must be organised and be able to work in a busy, varied environment  - A ‘can-do’ attitude  - Willing to work flexibly to meet the needs of the children and the Pre School  - Willing to attend training courses out with core hours if necessary  - Able to engage warmly and positively with the children  - Able to assist staff in caring for children in the playroom and outdoors  - Able to take responsibility for all aspects of the role with minimal supervision  - Able to follow policies and procedures particularly in relation to food safety and hygiene  - PVG scheme member or willing to apply for membership |
| **Desirable:** - Previous training in autism spectrum disorders - Good basic education and standard of Maths and English to SQA standard grade level or equivalent  - Elementary Food Hygiene training - First Aid training - Registration with SSSC or working towards registration |