



## NURSERY ASSISTANT

### JOB DESCRIPTION

**Role:** To work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences within the daily routine, which meet their individual needs.

#### **Responsibilities**

##### **Childcare & Education**

- Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
- Observe, support and extend children's learning.
- To contribute to a planned programme of activities in conjunction with other staff suitable for the EYFS curriculum and children's individual needs and interests. This must include rich and diverse outdoor play experiences.
- To prepare and implement activities that are suitable to the age, stage and interests and development needs of the children.
- Maintain accurate and effective children's records.
- Work in partnership with parents/carers and other family members.
- Demonstrate good, inclusive practice with regard to children with special needs, differing cultures, religions and backgrounds.
- Ensure that children are kept safe and that staff understand, and when necessary follow, safeguarding Procedures.
- Ensure the nutritional needs of the children are met and Food Safety Regulations are complied with.
- Comply with the statutory framework for the EYFS and relevant legislation including the Children Act 1989 and 2004.
- Develop and maintain highly professional working relationships with advisory teachers, schools, and other agencies that may visit the setting.
- Learn about current developments in childcare and education policy and practice.
- Be a key person carrying out all related responsibilities which includes completing Learning Journey folders and building relationships with a small group of children and their families.

##### **Health and Safety**

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.
- Administer first aid in the case of minor injuries and provide comfort and care for an unwell child if first aid trained.
- Ensure the general cleanliness of the children at all times washing and changing children as required. Following the procedures outlined in the Intimate care policy.
- Adhere to all Health and Safety policies and procedures, including the procedure of recording accidents, near misses and incidents.

- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

### **Operational**

- Promote the nursery to current parents and potential customers.
- Work with the manager and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.

### **Staff**

- Work as a team with other staff members.
- Support fellow colleagues and mentor students.
- To look upon the department as a 'whole' and if your own classroom is quiet consider where your help could be most utilised e.g. end of day jobs in the communal areas.
- Be responsible for participating in all self-development activities including appraisals and supervisions etc.

### **General**

- Develop and promote parental partnership and involvement.
- Uphold standards within Lucton School by adhering to all policies and procedures.
- Undertake other duties as reasonably requested by line management.
- Be prepared to undertake additional training and qualifications
- To be flexible when occasionally working hours might be changed. This also includes to be involved with out of working hours activities, e.g. training, planning/staff meetings, parent and curriculum evenings, Christmas party, etc.
- To be adaptable within the working environment and undertake certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleaning of equipment and other such duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.
- Staff must be aware that during his or her employment he or she may be party to confidential information concerning children, parents and other staff at Lucton School and Nursery and their business. Staff must not disclose or allow the disclosure of any confidential information, unless this compromises a child's safety and welfare, in which case they must disclose sensitive and confidential information to appropriate agencies.

**Personal Specification**

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Skills, aptitude, knowledge and experience</b>	<b>Skills, aptitude, knowledge and experience</b>
Experience of working with children aged 0 – 4yrs	Paediatric First Aid Qualification
Experience in a day-care setting	Food Hygiene level 2
Enthusiasm and interest for working with young children, including babies.	
A commitment and positive approach to learning and gaining new skills through team work and training opportunities to create a high, quality childcare provision.	
<b>Education and Training - qualifications</b>	
A Childcare & Education qualification equivalent to NVQ level 3 and above	
A positive approach to completing short courses and qualifications.	
<b>Knowledge</b>	
A sound knowledge of child development for children aged birth to five years	A knowledge and understanding of current thinking on childcare and education
An understanding of the Early years Foundation Stage (EYFS) curriculum	Knowledge and understanding of the statutory framework for the EYFS
An understanding of a play based approach to children's learning and the value of outdoors experiences	Knowledge of child protection procedures and Safeguarding level 1
Understanding of the key worker role	
<b>Skills and Abilities</b>	
Good communication skills both written and verbal	Ability to use computer and software packages
Ability to develop effective relationships with colleagues, parents and outside agencies	
Ability to plan and organise workload	
An understanding and commitment to equal opportunities	
An understanding of Health and Safety in the workplace	
A willingness to undertake further relevant training including some evenings and weekends	
Driving Licence	
Punctuality	
Patience	
Reliability and trustworthiness	

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_