

# Job Description

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**Job Title:** Nursery Assistant – Bank Staff

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**Location:** Charles Darwin Primary and Nursery

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<b>Job title</b>	<b>Nursery Assistant – Bank Staff</b>
<b>Salary Scale</b>	<b>Scale C</b>
<b>Hours of Work</b>	<b>Casual Contract, Variable Hours</b>
<b>Weeks Worked</b>	<b>Casual Contract, Variable Weeks</b>
<b>Responsible to</b>	<b>Nursery Manager</b>
<b>Location</b>	<b>Charles Darwin Primary and Nursery, Norwich</b>

#### **Main purpose of the role**

- To work as part of a team in providing excellent quality childcare and early learning experiences for children from 0 – 5 years, ensuring that the service we offer meets the needs of individual children and their families.

#### **Organisational relationships**

- Responsible to the Nursery Manager

#### **Principal accountabilities and responsibilities**

<b>Strategic Direction &amp; Shaping the future</b>	<ul style="list-style-type: none"> <li>• To contribute to the development and achievement of the Trust Strategic Plan, including <ul style="list-style-type: none"> <li>○ Contributing to the development and achievement of the Nursery Annual Plan</li> <li>○ Contributing to Trust wide improvement projects</li> </ul> </li> </ul>
<b>Job Specific Tasks</b>	<ul style="list-style-type: none"> <li>• To provide high quality play experiences which fully implement the Early Years Foundation Stage</li> <li>• As a Key person, participate in and keep all evidence of planning, tracking and learning outcomes for children.</li> <li>• To communicate sensitively and professionally with parents/carers and children at all times.</li> <li>• To be aware of, attend training on and implement Safeguarding policy procedures.</li> <li>• To ensure that families and children from all social cultural groups feel valued and secure.</li> <li>• To implement the Equality and Diversity policy by ensuring learning experiences are diverse to meet the needs of individual children and that play materials and play situations available to the children embrace diversity.</li> <li>• To ensure that the room and the outdoor area is safe at all times and the Health and Safety Policy is implemented.</li> <li>• To make the rooms and the nursery welcoming and inclusive for all children and parents/carers.</li> <li>• To ensure that all accidents and incidents are recorded and be aware of the First Aid procedure used in centre.</li> <li>• To follow policy on discipline which enables staff to be consistent in their handling of children; promoting 'good' behaviour. To be aware there is a named person who has the responsibility for issues concerning behaviour.</li> <li>• To participate in and encourage child led activities allowing for children's choice and development.</li> <li>• To be aware of the role and responsibilities of the named SENCO.</li> </ul>

	<ul style="list-style-type: none"> <li>• To be aware of and adhere to all Trust and Nursery specific policy and procedures.</li> <li>• To ensure that children are supervised at all times indoors and outdoors, in line with Ofsted requirements.</li> <li>• To work in partnership with attending agencies, for example; Speech therapists, inclusion team.</li> <li>• To ensure that all Ofsted welfare requirements are met.</li> <li>• To keep up to date with current issues and developments concerning the Early Years and to undertake further training as required.</li> </ul>
<b>Improving Service Delivery</b>	<ul style="list-style-type: none"> <li>• Demonstrate the vision and values of the Trust in everyday work and practice.</li> <li>• Ensure that the child and family experience is at the centre of everyday work.</li> <li>• To attend and contribute to all Nursery Team Meetings.</li> <li>• To contribute to Nursery specific improvement projects.</li> <li>• Demonstrate and promote inclusive working practices which celebrate diversity and promote equal opportunities.</li> <li>• To actively seek and act on the feedback of parents and children about sessions</li> </ul>
<b>Developing yourself and working with others</b>	<ul style="list-style-type: none"> <li>• Meet with your line manager, to regularly review your working practices, set personal goals and take responsibility for your own professional development.</li> <li>• Manage your own workload to allow an appropriate work/life balance.</li> <li>• Undertake Trust's policy for staff induction, professional development and performance review.</li> <li>• Identify and attend appropriate training opportunities, cascading learning to the wider team as requested.</li> <li>• Be responsible for your own health and safety and be aware of the health and safety needs of people around you.</li> <li>• Attend and contribute to Team Meetings.</li> <li>• Treat people fairly, equitably and with dignity and respect at all times.</li> </ul>
<b>Strengthening partnership</b>	<ul style="list-style-type: none"> <li>• Create, maintain and constantly develop effective partnerships with families and children commensurate with the role which responds to emerging needs and expectations.</li> <li>• Develop and maintain relationships with appropriate organisations and other professionals.</li> <li>• To work in an open, transparent way with employees and volunteers from other organisations.</li> </ul>
<b>Being accountable</b>	<ul style="list-style-type: none"> <li>• Have a clear understanding of personal accountabilities and regularly review your professional practice.</li> <li>• Share in the accountability of the Nursery Team outcomes for parents and children, celebrating success and learning from failure.</li> <li>• Keep accurate records of registers and any other relevant records.</li> </ul>

## Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.**

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>Relevant Level 3 childcare qualifications</li></ul>	<ul style="list-style-type: none"><li>Level 4 - 6 childcare qualification</li><li>Valid Paediatric First Aid Certificate</li></ul>

		<ul style="list-style-type: none"> <li>Valid Food Hygiene certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a nursery or pre school setting</li> <li>Sound understanding of and ability to plan and implement the Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children under 2</li> <li>Experience of working with parents/carers</li> <li>Experience of working with children with additional needs</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>Good written and verbal communication skills</li> <li>Ability to write clear reports</li> <li>Ability to liaise with professionals at all levels</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Conscientious/Motivated and Enthusiastic</li> <li>Committed to equal opportunities and understanding of different religious beliefs and cultural diversity</li> <li>Able to work flexibly</li> </ul>	

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**Signature** .....

**Date** .....

**Name** .....