Role Profile					
Job Title	Nursery Assistant	**Job No. (Office Use)**	S17	**Band/Band Range- (for career grades)**	Grade C
Directorate	Services for Children and Young People			**Department**	Schools
Division				**Unit**	
Reports to (Job Title)	Day Care Manager			**Org Chart Attached?**	
Suitable for Job Share (Y/N)	Y			**If No – reason**	
Location	Plym Bridge Nursery School & Day Care			**Shift Pattern**	Mornings or afternoons – alternate weeks
CRB check required	Enhanced DBS check required				
Job Purpose	To work in partnership with all staff, under the direction of the Day Care Manager. To be involved in caring for children aged 0-5 in day care situations. To take part in the observation, monitoring and assessment of individual children and undertake the role of key person.				

Decision Making	The job involves working from instructions, and also making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
Accountabilities	• assist in supporting the social, emotional, physical and educational development of children up to the age of five ensuring their basic needs for security, health and hygiene are catered for • assist in the assessment of children and their learning needs • assess and address children's daily needs, health and wellbeing • assist in organising and supervising play activities • participate in the observation, monitoring and assessment of individual children • develop and maintain relationships with children, their parents/carers and other staff • responsible for the safe use and care of equipment • assist with the annual inventory of equipment and resources • provide continuous evidence to support Ofsted expectations of good practice • support others and offer advice and guidance where appropriate • undertake other duties appropriate to the grading of the role
Demands	There will be contact with children who, due to their circumstances and behaviour, may occasionally place emotional demands on the post holder. There is a requirement for the use of physical effort when moving tables, chairs, children's toys etc. and from time to time high effort when lifting and carrying children. The post holder will be required to be alert for periods of hours at a time (most of the morning or afternoon) whilst supervising groups of children. There is also an unpredictability to work patterns.

Working Conditions	The role is mainly classroom based with a percentage of the working day spent outdoors. There will be some exposure to high noise levels, inclement weather and bodily fluids.
Experience, Knowledge and Qualifications	**Essential:** • Literacy and Numeracy skills to fulfil the duties of the role • Level 3 in Childcare or equivalent • Experience of working with children under the age of five • Knowledge of Early Years Foundation Stage (EYFS) framework • Knowledge of day care standards • Knowledge of Health & Safety issues • Child protection and safeguarding issues • Knowledge of specialist techniques such as: Makaton signing
Skills and Technical Competencies	The post holder is required to use caring skills to ensure the welfare and well-being of the children. Keyboard skills are required to record basic information. The post-holder must ensure the correct use of children's play equipment and associated materials. The post-holder will be using some initiative to solve straight-forward problems arising from the care of young children on a daily basis.

Corporate Standards	• The post-holder must act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures. • Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.