

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**JOB ACCOUNTABILITIES**

<b>Job Title:</b> Nursery Assistant	
<b>Directorate :</b> Education	<b>Unit:</b> Schools

**JOB PURPOSE**

To assist the classroom teachers and other Nursery practitioners in the provision of learning and educational opportunities for all children and support the children during the lunch club.

**SCOPE OF JOB (Budgetary/resource control, impact)**

Working within a Nursery setting (free flow environment of 50 children) and needs to be aware of Health & Safety issues.  
Required to move furniture and equipment etc.  
Work will involve sitting at low tables and on the floor.  
Works in a busy and often noisy environment with constant interruptions from children.  
Working with children can be particularly emotionally demanding.  
Has access to confidential information.

**POSITION WITHIN UNIT STRUCTURE**

Reports to the Classroom Teachers, other Nursery practitioners and/or SEN Co-ordinator. Whilst in the classroom will operate under the direction of the senior teacher/practitioner.

**KNOWLEDGE, SKILLS & EXPERIENCE**

Ability to relate empathetically and sympathetically to children.  
Understanding of the educational objectives of the Nursery.  
Experience of working with children with additional needs /nursery aged children is desirable.  
First Aid training  
Commitment to continuing training/development of knowledge  
Skills to safeguard children

---

**JOB ACCOUNTABILITIES**

Under the direction of the classroom teacher, provide support to individual children/small groups of children in the completion of a wide range of free play learning activities to extend their learning.

Under the direction of the classroom teacher, provide support to individual children with specific interventions to support their development and educational progress.

Provide support in such a way as to facilitate the child's/children's independent learning, by explanation, encouragement etc.

Influence the behaviour of children in the group by reinforcing standards set by the Nursery within the behaviour policy.

In line with the requirements set by the senior teacher assist in the preparation of the learning area, setting up furniture and resources ensuring that the environment is safe for children to use.

Assist the teacher by undertaking duties such setting up/replacing displays in the classroom etc.

Undertake First Aid duties in line with qualification/training received and act in line with the schools accident/incident policy.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

**Post holder's signature** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Manager's signature** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Effective date** \_\_\_\_\_

## Person specification

Key Criteria	Essential	Desirable	How measured
Qualifications and training	<p>Good standard of education to GCSE level coupled with good oral and written skills in English.</p> <p>Experience of working with young children in an education setting.</p>	Level 2 or 3 child care qualification	Application Form
Competence summary (knowledge, skills, abilities, experience)	<p>Sound knowledge and experience of supporting children's learning through play.</p> <p>The ability to communicate effectively at all levels with children, staff, parents and other visitors.</p> <p>Practical experience of supporting appropriate stimulating play activities and opportunities for children with a range of abilities.</p> <p>The ability to enthuse, motivate and stimulate all children and adults involved within the setting.</p> <p>Ability to work on own initiative and prioritise tasks in order to ensure the smooth day to day operation of the Early Years setting.</p> <p>Good interpersonal skills and the ability to relate well to very young children.</p> <p>Excellent organisational skills and the ability to work as team member</p> <p>Willingness to attend and participate in any induction, training and team meetings determined by the Headteacher</p>	<p>Experience working with children or young people with English as an Additional Language or other additional requirements.</p> <p>Experience of working with children with additional needs</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other requirements		<p>Current driving licence with regular use of own vehicle.</p> <p>Up to date knowledge and training in paediatric first aid.</p>	Application Form