



## JOB DESCRIPTION

Job title: Nursery Assistant  
Reports to: Nursery Manager/Lead  
Grade: TBC

### Trust Ethos and Mission statement

**Excellence through cultivating character, sharing talents and pursuing excellence.**

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

### Purpose of the Job

- To deliver a high standard of learning, development and care for children aged 0-5 years
- To ensure that the nursery is a safe environment for children, staff and others.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the Nursery Manager or Deputy.

### Main Duties

Support the Nursery Manager:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the nursery meets Ofsted requirements at all times.
- To undertake designated officer roles/coordinator roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with nursery manager to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives



Support the Nursery and Trust by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the nursery
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required

Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trust's health and safety responsibilities.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To take an active part in the school and Trust's involvement with the wider community
- To ensure the children's safety at all times