Job description: Nursery Assistant

At St. Edmund's C of E Primary and Nursery School, we aspire to be a beacon of excellence, a vibrant and welcoming Christian community where all children flourish spiritually, academically, socially, and emotionally. Inspired by the teachings of the Bible, we foster a culture of curiosity, creativity, compassion, and service. Here, every child is known, valued, and empowered to become a confident, responsible, and thriving individual who makes a positive impact on the world.

We believe that every child is unique and valuable. Our school is committed to providing a high-quality education that is both challenging and inspiring. We aim to equip our students with the knowledge, skills, and values they need to succeed in life and to contribute positively to society. By fostering a love of learning and a sense of wonder, we hope to inspire our students to become lifelong learners and active citizens.

By educating for **life in all its fullness**, we are preparing our students for a bright future. We believe that our pupils will be confident, resilient, and well-rounded individuals who are ready to make a positive impact on the world.

St. Edmund's CofE Primary & Nursery School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Nursery Assistant
Salary: NJC Grade 2 £24,413 (pro-rata)
Hours: 37 hours per week (term time only)
Contract type: I year temporary (with a view to extend)
Reporting to: EYFS Leader
Responsible for: Supporting the learning, development, and well-being of children aged 3-4 years within the nursery setting.

Main purpose

To provide high-quality support to the nursery team in delivering a safe, stimulating, and nurturing environment that promotes the holistic development of children in accordance with the Early Years Foundation Stage (EYFS) framework.

Duties and responsibilities

Supporting Children's Development:

- Assist in planning and carrying out age-appropriate activities that encourage learning through play.
- Observe and record children's development, contributing to their individual learning journeys.
- Support children's social, emotional, and communication skills.
- Help children with their daily routines, including toileting, feeding, and personal hygiene.
- Support children with special educational needs or disabilities, as required.

Creating a Safe Environment:

- Ensure the safety and well-being of all children, adhering to safeguarding policies and procedures.
- Maintain a clean, tidy, and organised nursery environment.
- Prepare and set up resources for activities.
- Supervise children during indoor and outdoor play.

Teamwork and Communication:

- Work effectively as part of the nursery team.
- Communicate effectively with children, colleagues, and parents/carers.
- Contribute to team meetings and training sessions.
- Maintain accurate records.

Adhering to Policies:

- Follow all of the school's policies and procedures.
- Maintain confidentiality.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Nursery Assistant will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE.
Qualifications and training	Level 2 or 3 qualification in childcare or equivalent. Paediatric First Aid certificate (or willingness to obtain). Knowledge of the EYFS framework. Safeguarding knowledge.	E E E E
Experience	Experience working with young children. Experience working within an EYFS setting. Experience working with children with SEND	D D D
Skills and knowledge	Ability to work effectively as part of a team. Ability to observe and record children's development. Good organisational skills. Excellent communication and interpersonal skills.	E D E E
Personal qualities	A genuine passion for working with young children. Patience, empathy, and a caring nature. Ability to use own initiative. Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children and young people	E E D E E E E D E

St Edmund's CofE (C) Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.

Notes:

This job description may be amended at any time in consultation with the post-holder.

Last review date: September 2025
Next review date: September 2026

Headteacher/line manager's signature: _____

Date: _____

Post-holder's signature: _____

Date: _____

www.st-edmunds.notts.sch.uk
office@st-edmunds.notts.sch.uk
01623 646624