

## **JOB DESCRIPTION POST**

**Job Title:**                **Nursery Assistant**  
**Grade:**                 **Level 4 SCP 6-7**  
**Responsible to:**      **EYTS/Nursery Practitioner**  
**Liaison With:**        **SLT/ EYTS/Nursery Team**

### **KEY ROLE:**

The post holder is responsible for:

- Contributing to a high standard of physical, emotional, social, and intellectual care for children in the Nursery
- Providing mutual support to other staff within the Nursery
- Implementing the daily routine in the Nursery, as specified

### **MAIN DUTIES AND RESPONSIBILITIES**

- Contribute to the planning and assessment of a programme of activities suitable to the age range of children, in conjunction with other staff
- Maintain a Learning Journey for all key pupils, for parents/carers
- Work alongside parents/carers of children who have special educational needs to provide full integration in the nursery
- Support all staff and engage in a cohesive staff team, mentoring and inducting allocated staff
- Uphold standards within the Nursery by adhering to all agreed policies and procedures
- Actively promote and support the safeguarding of children and young people in the workplace, ensuring that all nursery safeguarding policies and procedures are observed at all times.
- Liaise with and support parents/carers and any other family members
- Attend staff meetings, CPD training sessions and parents' evenings when required

- Be flexible within the working practices of the Nursery. Be prepared to help where needed and directed, including the undertaking of certain domestic jobs within the nursery, e.g., preparation of snack meals, cleansing of equipment, storing of resources etc.
- Work alongside the, EYTS teacher, Nursery team and the wider staff team to promote the nursery's vision and values
- Ensure that all accidents are recorded in the accident book and the manager advised of these promptly
- Comply with all other Health and Safety procedures of the trust
- Work as part of a team in order to best serve the needs of all Nursery children
- Ensure that every child is collected securely, in line with trust policy
- Respect the confidentiality of all information received/shared at all times
- Develop individual roles within the team, especially with regard to key worker responsibilities

#### Specific child-care tasks:

- Preparation and completion of activities to suit the child's stage of development
- Ensuring that mealtimes are a time of pleasant social sharing, covering any staff absences for these as/when required
- Washing and changing children, as required
- Providing comfort and nurture to an ill or distressed child
- Ensuring the Nursery is a high-quality environment which meet the needs of individual children from differing cultures, religious backgrounds, and stages of development, taking responsibility for an area of provision as specified (e.g., inside/outside provision)
- Being aware of the high profile of the Nursery and upholding its standards at all times

#### General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the Trust's Equity, Diversity and Inclusion Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**Post Holder's Name:** .....

**Signature:** ..... **Date:** .....

**Line Manager's Name:** .....

**Signature:** ..... **Date:** .....

**Job Role  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Completion of recognised Level 3 Childcare qualification</li> <li>• First Aid</li> <li>• Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of other recognised courses including Food Hygiene</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of caring for or working with children in a professional capacity</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of Early Year Foundation Stage/ EYFS framework</li> <li>• Knowledge of the National Standards for the regulation of Childcare Provision</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good organisational, assessment, record keeping and planning skills</li> <li>• Ability to prioritise work effectively</li> <li>• Excellent communication skills with children, colleagues, external agencies and parent/carers</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to respond positively to and actively support Senior Management within the Trust</li> <li>• Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility with regard to working patterns/duties</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Enthusiasm for working with young children and an interest in the care, learning and development of young children</li> <li>• being responsive, empathetic and supportive to all within the nursery/school</li> <li>• Punctual/reliable/trustworthy and maintain good attendance</li> <li>• Patience</li> <li>• Ability to build and form good relationships with colleagues and children</li> <li>• Understand the importance of physical and emotional wellbeing of colleagues and children</li> <li>• Have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>