| Job Title: | Nursery Assistant |
| --- | --- |
| Reports to: | Trust Nursery Practitioner/ Nursery Manager |
| Scale: | PS3 (Fringe) or 3 / 4 (Outer London) |
| Responsible for: | Assisting in the development and daily management of the Nursery |
| Main purpose of the post:   * To provide a stimulating and varied programme of learning & play opportunities. * To ensure the safety and well-being of the children. * To undertake a key worker role with specific children. | |
| Employment Duties:  This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract. | |
| Key Tasks and Activities:   * To actively encourage children’s progress in all areas of development, types and stages of play, by interaction and extension of play activities. * To ensure that any information received concerning the children is kept confidential at all times. * To attend and keep abreast of current safeguarding procedures, ensuring you are aware of the reporting process for any protection or welfare concerns that arise. * To be involved in curriculum planning, policy writing and record keeping as requested by the supervisor. * To ensure high standards of care for all children in the Nursery and School * To be responsible for keeping the individual record file for each of the children in the key worker group. * To assist in the setting up and clearing away of all activities and equipment. * To ensure high standards of hygiene and safety are maintained at all times. * To attend staff meetings as requested. * To attend training as requested. * To support the work and beliefs of the Nursery and School by helping to create an environment that promotes open and equal opportunities for children and adults. * To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Nursery Practitioner/Nursery Manager * Expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. * Promotes collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, is committed to providing opportunities for professional development and career progression. * Provide our children with a high standard of physical, emotional, social and intellectual care in the Nursery. * Provide personal care, such as feeding, changing nappies, and administering medication | |
| **General Information:** | |
| Equality of Opportunity | * As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. |
| Confidentiality and Data Protection | * To treat all information acquired through employment, both formally and informally, in strict confidence. * To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. |
| To contribute as an effective and collaborative member of the School team | * Any other duties as reasonably required by any manager of the school. * Participating in the ongoing development, implementation and monitoring of the school development plan. * Attend regular meetings as required and make a positive contribution during meetings. * May be required to work out of any of the organisation’s current or future premises |
| Child Protection | * Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person. |
| **Key Skills and Competencies:**   * Empathy and understanding of children under five. * Excellent verbal and communication skills with children and parents. * Effective team leadership. * Excellent organizational skills. * Administrative and basic IT skills. * Calm and caring nature. * Ability to work as part of a team. * Able to work on your own initiative. * Excellent interpersonal, planning, and organisational skills. * The ability to form and maintain appropriate relationships and personal boundaries with children and young people | |

Agreed by: ……………………………………….. Date ………………………..

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

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.

Person Specification

Be committed to safeguarding and promoting the welfare of all children and young people.

|  | Essential Criteria | Desirable Criteria |
| --- | --- | --- |
| Training and Qualifications | GCSE grade ‘C’ or above in Maths and English | Hold a full and relevant Early Years Level 2 or Level 3 qualification or be willing to undertake training to achieve the qualification |
|  | Up to date safeguarding training | Paediatric First Aid |
|  |  | Food Hygiene Certificate |
|  |  | Experience/qualification in Signalong |
| Knowledge and Skills | Good understanding of the importance of safeguarding and promoting the welfare of children |  |
|  | Knowledge of Early Years Foundation Stage |  |
|  | Knowledge of health and safety procedures |  |
|  | Knowledge, understanding and commitment to equal opportunities |  |
|  | Clear understanding of Early Years Foundation Stage |  |
|  | Good understanding and knowledge of child development |  |
|  | Knowledge of keyworker systems and record keeping |  |
| Experience and Interests | Professional attitude and manner |  |
|  | Reliable, enthusiastic, and flexible | Ability to use initiative in situations as they arise |
|  | Calm and caring nature |  |
|  | An effective communicator |  |
|  | Ability to remain professional and maintain confidentiality at all times |  |
|  | Good time management |  |
|  | Proven ability to work as a member of a team |  |
|  | Trustworthy and approachable |  |
|  | Passionate about positively changing the lives of children |  |
|  | The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the LEO Safeguarding and Child Protection Policy and the LEO Staff Code of Conduct |  |