



Rainbow Education Multi-Academy Trust

Job Description: Nursery LSA & Afterschool Club Assistant

- **Job Title:** Nursery Learning Support Assistant (LSA) & Afterschool Club Assistant
- **Location:** St Gabriel's CE Primary School
- **Salary / Grade:** Grade 2 SCP 3-5
- **Hours:** 12:00 – 17:30, Monday to Friday (Term Time Only)
- **Contract Type:** Permanent
- **Responsible To:** Headteacher

Job Purpose:

To work under the guidance of teaching and senior staff to support high-quality learning, continuous provision, and care within the Nursery setting. From 15:30 to 17:30 daily, the post holder will transition to the Afterschool Club to plan, lead, and supervise engaging wraparound care activities. A core part of this role involves ensuring the welfare, safeguarding, and intimate care needs of the children are met with dignity and respect.

Key Responsibilities:

1. Early Years Support & Classroom Practice (12:00 – 15:30)

- Support the delivery of the EYFS statutory framework through high-quality continuous provision.
- Act as a Key Person for a designated group of children, tracking progress and building strong partnerships with their families.
- Create a motivating, successful, and fun learning environment that encourages independence and creativity.
- Provide tailored support to children of all backgrounds and abilities, including those with SEND, to ensure they reach their full potential.

2. Intimate Care & Personal Hygiene

- Provide intimate care, including changing nappies, soiled clothing, and assisting with toilet training, in line with school policies and individual care plans.
- Maintain the utmost dignity, privacy, and respect for the child during all intimate care procedures.

- Follow strict health and safety protocols regarding hygiene, including the correct use of PPE (gloves/aprons) and safe disposal of waste.
- Encourage and teach children self-care skills, such as handwashing and independent toileting, where developmentally appropriate.

3. Afterschool Club Delivery (15:30 – 17:30)

- Assist in the planning, preparation, and delivery of safe, creative, and appropriate play activities for the afterschool club.
- Supervise children closely during indoor and outdoor play, ensuring a warm, welcoming, and secure environment.
- Assist with the preparation and serving of healthy afternoon snacks, adhering to food hygiene and allergy guidelines.
- Manage the safe transition of children from their classrooms to the club, and ensure secure, documented sign-out to parents/carers at the end of the day.

4. Safeguarding & Child Protection

- Maintain an absolute vigilance regarding child protection and safeguarding.
- Adhere strictly to the guidelines set out in 'Keeping Children Safe in Education' (KCSIE) and the school's safeguarding policy.
- Promptly report any safeguarding, welfare, or child protection concerns to the Designated Safeguarding Lead (DSL) using the school's reporting systems.
- Ensure all accidents, incidents, or changes in a child's behaviour/physical appearance are recorded accurately.

Person Specification

The criteria below will be assessed via your application form (A), interview (I), and tasks/references (R).

Qualifications & Training

Criteria	Essential / Desirable	Assessment
Relevant EYFS Qualification (Minimum Level 2 or 3 as per statutory framework)	Essential	A
Strong standards of English and Maths (GCSE Grade C/4 or equivalent)	Essential	A
Valid Pediatric First Aid Certificate (or willingness to obtain)	Desirable	A / I
Food Hygiene Certification	Desirable	A

Experience

Criteria	Essential / Desirable	Assessment
Experience working with children in an EYFS school or nursery setting	Essential	A / I / R
Experience delivering intimate care / nappy changing routinely and respectfully	Essential	I / R
Experience planning or supervising play activities (e.g., in a club or wraparound setting)	Desirable	A / I
Experience working with children with SEND or behavioral needs	Desirable	A / I

Knowledge & Understanding

Criteria	Essential / Desirable	Assessment
Excellent knowledge of the Early Years Foundation Stage (EYFS) framework	Essential	I
Understanding of continuous provision and its role in early curriculum development	Essential	I

Up-to-date knowledge of safeguarding guidelines (KCSIE) and procedures	Essential	I
Understanding of health and safety, hygiene practices, and infection control	Essential	I

Skills & Personal Attributes

Criteria	Essential / Desirable	Assessment
Resilient, positive, enthusiastic, and patient with young children	Essential	I / R
Ability to communicate warmly and effectively with children, parents, and colleagues	Essential	I / R
Creative thinker who can make learning and play motivating and fun	Essential	I
Physically capable of managing the practical aspects of the role (bending, lifting, nappy changing)	Essential	I
Ability to work collaboratively as part of a wider Multi-Academy Trust team	Essential	I