City of Portsmouth College

JOB DESCRIPTION

Job Title	Nursery Assistant
Salary Scale/Grade	Spinal Point 17 - 19
Responsible to	Nursery Manager
Date of Job Description	July 2026

Purpose

1. Accountable to the Nursery Manager and working with the Nursery deputies and Nursery practitioners to provide care and support for all children attending Honeypot Nursery.
2. Actively supporting the delivery of children's activities including planning and observations.

Main Duties and Responsibilities:

- To oversee and participate in children's activities including planning and observations.
- To assist the Nursery deputies in devising stimulating activities appropriate to ages and stages of the children and maintain children's records.
- To assist in maintaining a clean, healthy and safe environment for the children.
- To actively participate in team meetings and discussions.
- To ensure that all children are, at all times, acting and behaving safely.
- To attend training as necessary and carry out any other duties reasonably required by the Nursery manager.

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Complete all required training as set by COPC, such as relevant Health & Safety training

College Expectations?

- To participate in and attend 1:1 meetings to receive feedback, discuss performance and recognise achievements
- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality
- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

General

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

City of Portsmouth College

PERSON SPECIFICATION

Job Title	Nursery Practitioner
Department	Nursery
Salary Scale/Grade	Spinal Point 17 - 19

Criteria	**Description**	**Essential Desirable (E/D)**	**Assessed By Application Interview Test**
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	Level 3 Childcare Qualification	E	A
Experience	Working in a Nursery or similar environment	E	A
Skills, knowledge, and competencies	Good written, verbal and numeracy skills	E	A
	Good interpersonal skills	E	I
	Ability to work as part of a team	E	A/I
	Ability to communicate effectively	E	I
Personal characteristics	Professional approach to work	E	I
	Enthusiasm and drive	E	I
	Ability to work under pressure	E	I
Other	A commitment to equality of opportunity and widening access to education for all	E	
	This post is subject to an enhanced Disclosure and Barring Service check.	E	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.