

# **JOB DESCRIPTION**

<b>Authority:</b> Reading Borough Council	<b>Department/Division:</b> DCEEHS
<b>Post Reference No:</b>	<b>Location:</b> Caversham Nursery School
<b>Job Title:</b> Nursery Nurture Assistant	<b>Grade/Salary Range:</b> £24,796 to 25,583 FTE

## **JOB PURPOSE**

To provide the Nursery School with support on a day-day basis, by carrying out a range of tasks: including food preparation and light cooking duties, domestic duties including laundry, cleaning, and monitoring stock levels. To work directly with the children engaging them in daily activities and supporting their well-being

## **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

Reports to Deputy Head  
Daily liaison with Deputy Head and Room Leaders

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Operational**

1. To maintain a caring and professional attitude towards children, families, and other team members always
2. To understand Safeguarding children and care for their well-being
3. To have a high level of communication and work within a team
4. To provide support to the Nursery School team with direct care of the nursery children
5. To report any faulty equipment to the deputy head
6. To adhere to all the Council and Nursery School policies including equal opportunities and diversity
7. To maintain and be responsible for health and safety within the working environment
8. To assist with stock taking and ordering of disposable goods and foods as required
9. To assist the Nursery in food hygiene monitoring systems such as temperature controls and checks
10. To set up the tables and chairs for the children's meal times
11. To hygienically prepare food, drinks and tables for snacks, lunch, and tea for the children
12. To tidy and clean all tables chairs and floors after meals and be responsible for washing up and maintaining hygiene of equipment regarding this
13. To ensure that the laundry is done and hygiene room is kept clean and tidy
14. To ensure any children's dirty clothing is washed out, bagged, and labelled to go home
15. To assist the team in maintaining cleanliness and tidiness of resources and rooms

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

To liaise with the Deputy Head on stock taking and ordering of goods.

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - please specify

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

# PERSON SPECIFICATION

<b>Job Title:</b> Nursery Nurture Assistant	<b>Department/Division:</b> DCEEHS Caversham Nursery School
<b>Authority:</b> Reading Borough Council	<b>Post Reference No:</b> EDC0907
<b>Qualifications/Education/Training:</b>	
Basic Food Hygiene Certificate and First Aid certificate preferred or willingness to undertake training	
<b>Experience:</b> Experience of working within a nursery environment and/or working with children from 0-5yrs Experience in preparation, and presentation of food Experience of efficiently doing washing and laundry	
<b>Skills &amp; Abilities:</b>	
<ol style="list-style-type: none"><li>1. To have a conscientious approach towards their role.</li><li>2. To have a caring attitude towards children and their families.</li><li>3. To demonstrate a professional attitude and maintain confidentiality.</li><li>4. To be able to follow Nursery School guidelines and procedures for health and safety and best practice.</li><li>5. To react quickly to a situation by reporting any problems immediately to leadership team.</li><li>6. Ability to work hard in a busy environment.</li><li>7. To be able to work in an organised and efficient manner.</li><li>8. To be able to plan and prioritise workload to provide an effective service to the setting.</li><li>9. Ability to understand food hygiene, ensuring standards are met in all areas of your work.</li></ol>	
<b>Specific working requirements:</b>	
<ol style="list-style-type: none"><li>1. Will require an enhanced CRB check</li><li>2. Training to Health and Safety level 1</li><li>3. Paediatric first aid</li><li>4. Food hygiene</li></ol>	