



**Job Description – Nursery Assistant**  
**Full-time, Part-time or Job Share considered**  
**Hours between 7.30am and 5.20pm, Monday to Friday**

**Responsible to**            Head of Pre Prep

**Purpose of post**

- To assist in the provision of a high standard of care for children placed in Pre School in a way that meets their physical, social, emotional, intellectual and developmental needs and in addition meets the School's inclusive values
- To give support to all members of staff within Pre School
- To assist with the implementation of the daily routine within Pre School

**Duties and Responsibilities**

- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Head of Pre Prep
- To have a full understanding of the nursery systems of record keeping and keep records of the children's development, using the nursery key worker system
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self motivation and eagerness to learn
- To assist in the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development
- To be familiar with the National Standards and ISI guidelines and recommendations of good practice and assist in their implementation
- To share the responsibility for safeguarding and promoting the welfare of all children in Pre School
- To liaise with parents and encourage their involvement in the aims of Pre School and in all aspects of their child's care
- To assist with the domestic management of Pre School, including ensuring that it is kept safe, secure and clean at all times. Be prepared to help where needed in the preparation of snacks, meals, cleaning of equipment etc.
- To respect the confidentiality of information received
- To be aware of the high profile of the Pre School and the School and to uphold its standards at all times
- To be involved in out of working hours activities e.g. training, staff meetings, Open Days, Summer Celebration etc.
- Any other duties appropriate to the post as directed by a Senior staff member

**Specific Child care Tasks**

- To help children with feeding, changing clothes, toileting etc
- Help maintain hygienic standards at all times
- Providing comfort and warmth to a poorly child
- To ensure mealtimes are a time of pleasant social sharing
- To report signs of illness, neglect or apparently non- accidental injury
- Ensure each child is collected in accordance with the collection procedure

**Qualifications**

NVQ Level 2 or 3 EYFS relevant required

Paediatric First Aid required

*An advantage but not essential:*

Basic Food Hygiene certificate